

A DIGEST  
OF THE  
CHIEF COMMISSIONER'S  
CIRCULAR ORDERS,

UP TO

THE 31st DECEMBER 1874.



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## ERRATA.

Page 12, para. 61. *Omit* subject heading "Allowances, Travelling, how to be charged."

Page 13. *For* subject heading "Allowances, Travelling, how to be charged," *read* "Allowances Travelling."

Page 42. To Record Fund receipts *after* "(3) Sale of waste paper," *add* "(4) Fees."

Page 43, para. 110. *For* "Deputy Inspector General of Hospitals," *read* "Deputy Surgeon General."

Page 183, para. 299. *For* marginal note "Circular 206 of 1860," *read* "Circular 61 of 1869."

Page 196, para. 333. *For* subject heading "Inspector General Police," *read* "Inspectors of Police."

Page 292, para. 514. *For* marginal note "Circular 20 of 1874," *read* "Circular 20 of 1864."

Page 292, para. 517. *Omit* marginal note "Circular 20 of 1874."

Pages 333 and 334. Statement B, Class XIX, column 3.

- No. 4. *For* "Act III. of 1857," *read* "I. of 1871."
- " 5. To "Act VI. of 1863," *add* "XVI. of 1875."
- " 7. *For* "Act XXIV. of 1852," *read* "VII. of 1871."
- " 8. *For* "Acts XXI. of 1856 and XXIII. of 1860," *read* "X. of 1871."
- " 9. *For* "Act XXI. of 1869," *read* "IX. of 1874."
- " 15. *Omit* XVI. of 1870.
- " 16. *For* Reg. "XIV. of 1816, &c.," *read* "XXVI. of 1870 and V. of 1871."
- " 17. *Omit* IX. of 1868.
- " 19. *For* "Act XIII. of 1862," *read* "XXIII. of 1870."
- " 20. *For* "Act XVIII. of 1864, &c.," *read* "XV. of 1873."
- " 23. *For* "Act XXI. of 1856, &c.," *read* "XIII. of 1857, and X. of 1871."
- " 24. *For* "Act XIX. of 1861," *read* "III. of 1871."
- " 28. To Act XVIII. of 1854, &c., *add* "XXV. of 1871."
- " 29. *For* "Act XIV. of 1843, &c.," *read* "VIII. of 1875."
- " 33. *Omit* Act II. of 1865.
- " 34. *For* "Act XI. of 1870," *read* "Act XXXI. of 1871."

Page 374. *For* subject heading "Records Annual," *read* "Reports Annual."

Page 375. *For* subject heading "Records Annual," *read* "Reports Annual."





## MEMO.

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The accompanying revised edition of the Digest of the Circular orders of the Chief Commissioner, in the General Department, is published for information and guidance. All Circulars issued previous to 1st January 1875, are hereby cancelled.

The attention of all officers is directed to the following modifications in the present edition.

The subjects marginally noted have been omitted. All of these, with the exception of "Lunatic Asylum Rules" and "Returns," consist of lengthy correspondence and reports, and contain no definite instructions for the guidance of officers. A copy of the old Digest should however be retained in each office, so that, if necessary, the correspondence on these subjects may be referred to. The Lunatic Asylum Rules, which are for the guidance of the Superintendent and visitors of the Lunatic Asylum only, are out of place in the Digest, and the forms of all sanctioned returns should be in every office, and, as they are subject to repeated changes and modifications, it is not considered necessary to retain them in the present edition.

The paragraphs have been numbered serially, and for the future every Circular issued will contain the subject heading, and in a marginal note the paragraph number the order will bear, and the page at which it will be entered.

Circulars issued without a subject heading or the marginal note will not be entered in the Digest.

To facilitate reference an index has been added to the present edition.

A. MURRAY,

9th July 1875.

*Junr. Secy. to Chief Commissioner.*

CATTLE.  
DISINFECTANTS.  
FAMINE.  
LUNATIC ASYLUM RULES.  
MADAR PLANT.  
MULBERRY.  
PUBLIC HEALTH—GENERAL  
INSTRUCTIONS REGARDING.  
  
RETURNS.  
SANSKRIT.  
VENEREAL DISEASE—REPORT OF COMMITTEE APPOINTED FOR FRAMING RULES UNDER SECTION 19, ACT XXII. OF 1864.



A DIGEST OF THE CIRCULAR ORDERS OF THE CHIEF  
COMMISSIONER OF OUDH, IN THE GENERAL  
DEPARTMENT, UP TO 31st DECEMBER  
1874.

1. All monies received by officers of Government in their official capacity must, without any reservation, appear in the public accounts. Accounts.  
Finl. Dept. Res. 10th  
Decr. 1861.
2. The Deputy Commissioner is the officer responsible for the treasury accounts, and all correspondence in regard to them is to be conducted in his name. Circular 7 of 1862.
3. Punctuality in the rendering of accounts is enjoined by Government, and is of the highest importance. Ditto 82 of 1865.
4. Fines are not to be credited in the public accounts until the term of appeal has passed. Ditto 74 of 1863.
5. Private accounts of officers are not to be kept by treasurers. Ditto 75 of 1862.
6. The treasury accounts are to be kept in English at the sadr treasuries and vernacular accounts abolished, except the wásil-bákí of the land revenue, which is still to be kept in vernacular. Ditto 10 and 28 of 1865.
7. In case the Collector be absent on tour on the first of the month, the cash balance may be verified, and the accounts signed by his senior covenanted civil subordinate (or, in Non-Regulation Provinces, the senior Assistant Commissioner) present at head-quarters, and if he have no covenanted subordinate so present, then by the senior uncovenanted officer other than the officer in charge of the treasury. The district officer, however, must in no case, without the special permission of the Local Government in each case, allow more than *two* months to elapse without a personal verification of the cash balance to be reported to the Accountant General. This verification need not be made on the first of the month. Finl. Dept. Res. No. 1389,  
22nd June 1870.
8. The head "Government" should be strictly confined to its use as a closing head, it should not be employed to relieve other heads of Finl. Dept. Res. No. 4570  
October 1871.

account, though writes off from those heads, and adjustments of items of revenue and charge which date since the introduction of the new system of accounts in 1865-66, should on no account be made to "Government," or be kept out of the revenue and finance accounts.

9. Actual revenue or charge which, for any reason, may not have been recorded as such in the accounts of the year to which it relates, should be so recorded in the earliest accounts that are open, and the record should be scrupulously made the moment that a final adjustment is practicable.

10. Final adjustments have often been retarded by erroneous or defective procedure, and, in correction of such, the following rules should be observed :—

I.—Money indisputably payable under rule, contract, operation of

Financial Order No.  
5024, dated 18th No-  
vember 1869.

Financial Notifica-  
tion No. 1274, dated  
22nd February 1870.

law, or other obligation, should be paid even in the absence of budget provision, and should be adjusted against the proper grant of the year, even when sanction to an additional grant

may be deferred from any cause.

II.—A final payment of charge by a treasury or a disbursing officer should be recorded against the grant, even when the officer who made the disbursement, or the authority that ordered it, is held responsible for the amount owing to defect of vouchers, or of budget provision, or of competent sanction, or to other cause,—the amount, while charged against the proper grant, being held in an objection statement against the officer who is responsible.

III.—The adjustment of a charge against the proper grant, under the two preceding rules, is not to annul or impair the responsibility of any officer who may be accountable for securing competent sanction or obtaining proper budget provision for the expenditure, nor do the rules now prescribed dispense with the obligation to obtain budget provision before payment for any charge which, in the absence of budget provision, the authority who may order its disbursement is incompetent to sanction.

IV.—Owing to non-receipt in sufficient time (by the Department or Presidency which has to make the final adjustment) of the accounts current for the last month of the year between Governments or Departments, and between Presidency and Presidency, items of charge or receipt remain over for adjustment in the following year. But the number of such postponed items should be reduced as much as possible by the transmission of vouchers of receipts and final payments in anticipation of the complete account current for the last month of the year.

Accounts.

11. Errors of classification of revenue or charge in the monthly accounts may, during the progress of the year, be corrected by transfer debits and credits in the accounts of succeeding months, but no such correction of errors in the accounts of one year should be attempted in those of a following year. When once the account for a year has been closed, errors in it, if affecting revenue or charge heads exclusively, are past amendment, and they should be simply noted in the appropriation audit report. The accounts of a province or department for any year are not, however, to be considered as finally closed, until the closure of the accounts at the central office of the Comptroller General.

12. If a receipt or charge appertaining to general revenue has been wrongly adjusted in any year under a debt head, the error may be corrected in any later year by debit to allowances and refunds if general revenue has to pay to a debt account, or by credit to the appropriate head of receipts if it has to receive from a debt account.

13. In order to avoid the inconvenience and risk which accompanies the payment of money upon proceedings recorded in the vernacular languages, and to ensure caution in the issue of such orders, the Governor General in Council is pleased to direct that every order issued by a court or office for the payment of money from a Government treasury shall be in English, unless the presiding officer is not acquainted with the English language.

Finl. Dept. Res. No. 1079,  
20th June 1873.

14. Where the disbursing officer does not understand English, and the officer ordering the payment does, the order for payment shall be both in the Vernacular and in English.

15. The Governor General in Council is pleased to rule that when a Government factory charges any department for work done, the

Finl. Dept. Notn. 1035,  
7th June 1870.

## Accounts.

charge should not be recovered in cash, but should be adjusted as follows :—

16. The supplying officer or department should submit, in triplicate, an invoice of the quantity and price of the work done to the officer supplied, who, on approving of the invoice, will countersign one copy, which he will return to the supplying officer. The latter, on the authority of that document, will take credit for the amount passed in it, and will inform the Accountant General of the supplying officer that he has done so.

17. Of the other two copies of the invoice, the officer supplied will retain one in his own office, and the other he will submit to his Accountant General for audit.

18. Officers intending to employ the Superintendent of Government Printing, or to procure supplies of any kind from a Government factory, should make provision in their budget estimates precisely as if they intended to resort to the market.

Finl. Dept. Res. No. 2177,  
25th July 1871.

19. Departments which are conducted on a quasi-commercial principle, such as the Post Office, the Telegraph and Forest Departments, the Mint, the Public Works Workshops, and some few others, should continue to charge the Government in the same way as they charge the public. Again, adjustments between Imperial Services on the one part, and Provincial Services and Local Funds on the other part, must continue to be made to the extent that they have obtained hitherto, and also between ordinary and extraordinary. With these large exceptions, all inter-departmental adjustments should be interdicted as much as possible; and that between the Opium and Excise Departments, for opium supplied to the latter, should cease in its present form of a charge under Excise, which is met by a credit *per contrâ* under Opium. In future, there should be no charge to the Excise Department for the opium supplied to it by the Opium Department, under the Government of Bengal; but, on the sale of the opium, the credit for the gross proceeds should be divided between Opium and Excise, a sum equal to the cost of the drug being credited to Opium, and the balance as Excise revenue.

Circular 66 of 1873.

20. All money received on account of Provincial or Local Funds is to be paid into the public treasury, and there brought to account under its proper head and fund.

21. Charges against the Public Works budget are to be accounted for to the Controller. Consequently, if any civil or departmental officer has to make any disbursement against that budget, he is to apply to the District or Divisional Engineer for the money, and furnish that officer with an account of the disbursement under his signature.

22. Civil and departmental officers are reminded that their counter-signature of Public Works' plans or estimates, and proposed transfers or re-appropriations, is not a mere matter of form. It is not intended by this to prompt them to refuse to sign, but simply to remind them that, in either signing or refusing to sign, they are performing a responsible act.

23. These rules apply to the Local Rate and Municipal Funds, as well as to the Local Funds formerly so called, for which there is a separate Public Works budget.

24. All charges against Local Fund budgets other than that for public works are to be audited by the Accountant General. The revised rules on the subject of the submission of bills are here published for general information :—

I.—All charges against communicated budget grants will be drawn on abstract bills, except establishment sanctioned on a fixed scale, which will be drawn in the form of establishment bills, as before.

II.—For the audit and adjustment of all such charges, monthly detailed bills will be submitted through the heads of departments, showing clearly, in a memorandum at foot, the balance of grant at the beginning and end of the month.

III.—The heads of departments will be as follows :—

(a.) For all Jail charges, the Inspector General of Prisons.

(b.) For Police, the Inspector General of Police.

(c.) For Education charges, the Director of Public Instruction.

(d.) For Medical services, Deputy Surgeon General.

## Accounts.

- (e.) For Vaccination charges, the Superintendent General of Vaccination.
- (f.) For Sanitary Department establishment, the Sanitary Commissioner.
- (g.) For Sanitary charges, the Commissioner.
- (h.) For Printing, Secretary to Chief Commissioner.
- (i.) For District Dák Fund charges, Chief Inspector of Post Offices.
- (j.) For Patwári Fund charges, the Deputy Commissioner of the district.
- (k.) For Record Fund charges, the Commissioner of the Division.
- (l.) For Road Fund charges, if in Public Works budget, Secretary, Public Works Department; if not, the Commissioner of the Division.
- (m.) For Ferry Fund charges, ditto.
- (n.) For Názul and Pound Fund charges, ditto.
- (o.) For petty construction and repairs not in the Public Works budget, the Commissioner of the Division. If the buildings belong to departments, the heads of those departments.
- (p.)—For Municipal Fund, President of Municipal Committee.
- (q.) For Cantonment Fund, President of Cantonment Committee.

25. Any rules that may be necessary for the rendering of Public Works accounts by civil and departmental officers to the Engineer officers, to be audited by the Controller, will be issued in the Public Works Department. But they have promised that they shall be of a simple character.



23. The annual statement of accounts, required by the Government of India to be published in the Gazette, will be in the form adopted in the North-Western Provinces.

Accounts.

27. I have to request that in the family remittance rolls transmitted to this country for payment, the practice of showing fractions of a penny may be discontinued, and that a penny be substituted if the fraction exceed a half-penny, and that it be omitted if it be only a half-penny or less.

From Secretary of State  
to Government of India,  
No. 222 F, 15th May 1873.

28. The sum in Indian currency received on account of each remittance should be stated; and the difference between the sum in Indian currency received on account of all the remittances in each roll and the equivalent at two shillings the rupee, of the sum to be paid, should be debited or credited to Indian revenues in your accounts, and added or deducted at the end of each roll; the amount of the roll credited to London in the account current being thus the equivalent, at two shillings the rupee, of the amount to be disbursed in this country in respect of it.

28 A Cor 24 of 76  
29. For the mode of keeping the accounts, see *Accountant General's Manual*.

30. Act III of 1869 having been introduced into certain villages in the province, it has become necessary for the Chief Commissioner to issue certain instructions under Section 21 for carrying it out.

Act III of 1869.

31. Under Section 5 of Act III of 1869, the Deputy Commissioner is to determine what buildings shall be held to be a separate house for the purposes of the Act. The Chief Commissioner desires that the buildings enclosed in one enclosure, or *hatha*, and occupied by one person or family, shall be considered a house for this purpose.

32. It is further, however, to be understood that such house shall be in the occupancy of a person who does not live mainly by agriculture, and this description of person is not to include the *bona fide* village servants or artizans who repair and keep in order agricultural implements.

33. Assessments made by the Deputy Commissioner under Sections 9, 10, or 12 of Act III of 1869, will be submitted in the tabular form attached below for the sanction of the Commissioner of the division before being put in force.

## Act III of 1869.

34. The assessment shall be paid with the first instalment of the kharif crop for each year. The expenditure of it will be made in the ensuing calendar year.

35. The Deputy Commissioner in consultation with the District Superintendent, the Tahsildár, and the head man or men of the village, will determine the number of village police that shall be kept up in the village, and how the surplus is to be spent either for conservancy purposes or for the improvement of the village, and to whom the expenditure of the money is to be entrusted. Efforts should be made to combine the operations of the private cleansing of premises with the public arrangements to be made under this Act.

36. The local Inspector of Police, the Tahsildár, the District Superintendent, and the Deputy Commissioner should take every opportunity of personally looking into the working of this Act, both as regards the conduct of the lambardárs towards the people to be assessed under it, and as regards the way in which the funds are spent, the efficiency of the police, and the cleanliness of the villages; and Commissioners should give such supervision to the arrangements as they may be able to afford. The subject will be prominently noticed both in the annual report of the Inspector General of Police and in that which Commissioners will in future submit to the Sanitary Commissioner.

*Report of assessments under Act III of 1869.*

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Name of village.	Name of lambardár.	Name of muáfídár.	Jama of village.	Jama of muáfí.	Assessment of village.	Assessment of muáfí.	Number of persons assessed.	Total village cess, including lambardár's payment.	Remarks.
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Circular 75 of 1869.

37. Act III of 1869 is not to be put in force in any village or estate in Oudh without the sanction of the Chief Commissioner.

Circular 95 of 1869.

38. In submitting application for sanction, a brief report showing the suitability of the form of taxation ask for to the requirements of the place must be invariably given.

39. The Secretary of State disapproves of complimentary addresses being presented by the public to officers of Government.

Addresses.  
Circular 64 of 1861.

40. The civil administration of the several districts in Oudh is primarily confined to the several Deputy Commissioners. They are responsible for everything except the suppression of the illicit manufacture of salt, but in that they are bound to support the officers of the Customs Department when acting within the law.

Administration.  
Govt. letter No. 12, 4th  
February 1856.

41. The officers who carry out the immediate executive orders of the Deputy Commissioners are the police officers and Tahsildárs in their several departments. These, however, exercise no executive authority unless on the responsibility of the Deputy Commissioner, and under his authority, except in so far as they are expressly authorized by law.

42. All Assistant and Extra Assistant Commissioners only exercise executive authority when delegated to them by, and on the responsibility of, their Deputy Commissioners. These officers are available for employment, and should be employed, in all departments; with this exception, that no native officer should be placed in charge of a treasury, without the special sanction of the Chief Commissioner.

43. Commissioners are the immediate controlling superiors of Deputy Commissioners in all departments. They are expected to exercise the most close supervision over the administration of the Deputy Commissioners subordinate to them.

44. The following branches of the administration are immediately under the control of the Judicial Commissioner :—

I.—Administration of justice in the criminal, civil, and revenue courts.

Circular 27 of 1865.

II.—Appointment of pleaders and munsarims.

45. The following branches are immediately under the control of the Chief Commissioner :—

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| (1.) Collection of the revenue.      | (7.) Appointment of Tahsildárs. |
| (2.) Treasuries.                     | (8.) Wards.                     |
| (3.) Finance.                        | (9.) Encumbered estates.        |
| (4.) Agriculture, weather and crops. | (10.) Horticulture.             |
| (5.) Waste lands.                    | (11.) Forests.                  |
| (6.) Survey and settlement.          |                                 |

**Administration.**

Correspondence on these subjects to be addressed to the Personal Assistant to the Chief Commissioner, in the Revenue Department.

46. The following branches are under the direct control of the Chief Commissioner, through the agency of the officers named :—

- (1.) Police, through the Inspector General of Police.
- (2.) Jails, through the Inspector General of Prisons.
- (3.) Public health, through the Sanitary Commissioner.
- (4.) Vaccination, through the Superintendent of Vaccination.
- (5.) Hospitals and Dispensaries, through the Deputy Surgeon General, Indian Medical Department.
- (6.) Public Works, through the Superintending Engineer.
- (7.) Education, through the Director of Public Instruction.
- (8.) Post Office, through the Chief Inspector of Post Offices.
- (9.) Registration, through the Inspector General of Registration.
- (10.) Stamps, Excise and Trade, through the Superintendent of Excise and Stamps.

47. The following branches are under the direct control of the Chief Commissioner, in the General Department :—

- (1.) Political and general administration.
- (2.) Local funds.
- (3.) Charitable institutions and trusts.
- (4.) Municipal and local administration.
- (5.) Pensions.
- (6.) Wastikas.
- (7.) And generally all matters not otherwise described.

48. Reports will be made to the Chief Commissioner respecting police, through the Deputy Secretary, Police Department; respecting public works, through the Secretary, Public Works Department; and respecting other heads, through the Secretary.

**Advances.**

49. Advances not to be made, except as authorized in the Accountant General's Manual, unless with the sanction of the Chief Commissioner.

**Aerolites.**

Circular 52 of 1866.  
Home Dept. No. 2443,  
16th May 1869.

50. Accounts of the fall of all aerolites, with the date and other particulars, together with a specimen of the aerolite, are to be sent to the trustees of the Indian Museum, Calcutta, for eventual transmission to the British Museum.

**Agents.**

Circular 165 of 1860.

51. Agents of Honorary Assistant Commissioners are on no account to exercise the judicial powers of their masters.

52. Agents of talukdárs can only be punished according to law. Summary fining of them is illegal, and is forbidden.

Agents.

53. The Governor General in Council considers that when an Accountant General checks any allowance as unauthorized, its payment should be immediately discontinued until due sanction for it can be obtained. In the present instance an allowance was objected to as unauthorized in April 1866, but its payment was nevertheless continued and admitted under protest by the Accountant General for more than two years, upon the plea that sanction had been applied for.

Allowances.

Finl. Dept. Res. No.  
2988, 31st August 1869.

54. This course being objectionable, His Excellency in Council directs that an Accountant General's objection must prevail absolutely and immediately, even to the recovery of erroneous payments, over every authority under that of the Local Government, and that if the Local Government overrules an objection by the Accountant General even temporarily, he should report it to the Government of India.

55. In supersession of all previous orders on the subject, the Governor General in Council is pleased to lay down the following rules for the grant of travelling allowance to public servants in the Civil Department who are required to leave their stations on account of examinations, attendance at which is compulsory and not left to their option.

Allowance—Travelling.

Finl. Dept. Notn. No.  
4425, 12th December 1872.

56. Subject to the condition that travelling allowance is inadmissible for more than two examinations by each standard, an examinee who is not in receipt of permanent travelling allowance, shall draw mileage at the undermentioned rates for the journeys to and from the place of examination :—

Rates of Mileage.	When travelling by other than Railway.		Railway.
For Covenanted Civil Servants.	}		
„ Chaplains.			
„ Commissioned Officers of the Army.			
„ Uncovenanted Servants and Warrant and Non-Commissioned Officers of the Army, holding appointments which are open to, and may in practice be held by, Covenanted Civil Servants or Commissioned Military Officers.			
For other Uncovenanted Servants and Warrant and Non-Commissioned Officers of the Army.			
			8 annas. 3 annas.
			4 annas. 1½ anna.

**Allowance.—Travel-  
ling.**

57. If it shall appear that a candidate has obviously and culpably neglected the duty of preparing himself for examination during the period which has been available for the purpose, the Local Government may direct that the travelling allowance to which he would otherwise have been entitled shall be withheld or recovered from him.

58. An examinee who is in receipt of permanent travelling allowance shall draw either that allowance for the period of his authorized absence from his station, or the mileage admissible to him under the second of these rules, but not both.

Circular 29 of 1872.

59. Bills on account of travelling allowance of Hospital Assistants deputed to the interior of districts during epidemics are to be countersigned by Deputy Surgeon General of Hospitals.

Finl. Dept. Res. No. 1962,  
25th March 1873.

60. Hospital Assistants, when they proceed on duty more than five miles to conduct a *post-mortem* examination, shall be allowed actual fares by rail or steamer, and two annas a mile by road.

**Allowances.—Travel-  
ling—how to be charged.**  
Finl. Dept. Res. No. 3948,  
31st October 1873.

61. The Governor General in Council is pleased to rule that the travelling allowances of the executive officers of the Government shall always be charged to the General Revenues, Imperial or Provincial, according as their salaries are charged to Imperial or Provincial Funds; and that no part shall be charged to Local Municipal Funds, merely because the journey may be made partly or even wholly in the interests of a Local or Municipal service.

Finl. Dept. Notn. No.  
6076, 8th October 1874.

62. When a public officer is transferred without promotion from one substantive appointment to another at a different station, a copy of the order transferring him shall be sent to the Accountant General of the Province where he is serving, with an endorsement stating either that the transfer has been ordered on public grounds, and not at the request of the officer, or that the transfer had been made at the officer's request.

Finl. Dept. Res. No.  
3999, 26th June 1874.

63. When a ministerial officer is transferred from one subordinate office to another, by order of the Controlling Departmental officer, he gets pay during transit. But when a ministerial officer obtains permission from his superior officer to accept and take up an appointment

in the ministerial establishment of another office, his title to any pay during his transit is not recognised.

Allowances—Travel-  
ling—how to be charged.

*63A Cir. 70 of 76*  
64. Appeals from all executive orders lie to the next superior authority.

Appeals.

65. A copy of the order appealed against is required to be filed with the petition of appeal.

Circular 45 of 1863.

66. The Secretary of State for India is to be regularly informed of the transmission to England of all appeals, in which Government is a party, and also as to whether it is desired that Her Majesty's Government should be represented before the Privy Council.

Despatch No. 37, 16th  
August 1870.  
Home Dept. Endt. No.  
1729, 23rd September 1870.

*66A Cir. 6 of 76*  
67. Applications from Government servants for Extra Assistant Commissionerships and all subordinate appointments must be submitted through the applicant's immediate superior.

Appointments.  
Circular 45 of 1874.

*67A Cir. 16 of 75*  
68. With reference to the following letter from the Government of India, the Chief Commissioner is confident that the discoveries already made in the province by Major General Cunningham will be supplemented by the efforts of officers interested in such pursuits; and he will be always ready to consider favorably, and, if necessary, to supply funds for the development of any well digested scheme for the investigation and record of local antiquities, when supported by the Commissioner of the division.

Archæological Survey.  
Circular 25 of 1871.

"I am directed to forward, for your information, the accompanying copy of a Resolution recorded in this Department, under date the 2nd instant, in connection with the appointment of a Director General of the Archæological Survey of India, and to invite your co-operation in the work that has been entrusted to Major-General Cunningham.

Home Dept. No. 915,  
15th February 1871.

(2.) "I am at the same time to express a hope that that officer may be furnished from time to time with copies of any papers or reports that may now be on record, or may hereafter be received, bearing upon archæological questions, as they would materially assist in providing a substantial basis for future operations. I am to add that the Governor General in Council would be glad if local officers and private individuals interested in, or possessing any information in regard to, Indian Archæology could be invited to place themselves in direct communication with Major-General Cunningham.

Archæological Survey.  
Home Dept. Res. No.  
649-50, 2nd February 1871.

"In accordance with instructions received from the Secretary of State, measures were initiated in 1867-68 for the conservation of old architectural structures, and for the exploration and systematic record of the numerous valuable and interesting memorials of the ancient civilization of India that occur in so many parts of the country. As an experimental arrangement, four separate parties were organized for Madras, Bombay, Bengal, and the Upper Provinces for taking casts and photographs of all important ancient buildings; the Department of Science and Art in London having undertaken to defray a portion of the expenses that might be incurred in securing authentic descriptions, as well as casts and photographs of the finest monuments of Indian Art."

(2.) "In his despatch, dated the 11th January 1870, reviewing the proceedings taken in this matter by the Government of India since the commencement of the operations, and offering certain suggestions in regard to the further prosecution of the work, the Secretary of State strongly urged the necessity of directing the researches in a somewhat more systematic and deliberate manner than had been attempted at the outset, and of concentrating the supervision of the entire system in one Department, instead of leaving it, without control, to the management of different chiefs under different Local Governments. The Governor General in Council entirely concurred in the views expressed by the Secretary of State as to the steps that should be taken for the conduct of future researches. But, after mature consideration, His Excellency in Council came to the conclusion that it would be impossible to attain the desired object without a central establishment to collect the results of former investigations, and to direct and systematize the various efforts and enquiries made by local bodies and private persons, as well as by Government itself.

(3.) "In communicating, the above opinion to the Duke of Argyll, it was stated that there was no one so well qualified for superintending the operations as Major-General Cunningham, then in England; and that, if that gentleman would accept the post of Central Agent Director for a few years, it would give an impulse to the study of archæology, and make the future working of the scheme comparatively easy.

(4.) "Major-General Cunningham has accepted the offer made by the Secretary of State, and has now assumed charge of the appointment



“of Director General of the Archæological Survey of India. The Archæological Survey.  
“Governor General in Council, therefore, considers this a fitting time for  
“deciding on some fixed and definite system of archæological research,  
“which, being commenced on now, may be steadily prosecuted, year by  
“year, in such method as is likely to be productive of the most useful  
“results.

(5.) “Although much has already been done by previous enquirers,  
“still more yet remains to be accomplished; for the efforts of private  
“individuals, which are entirely dependent on opportunity and inclination,  
“are necessarily unconnected and desultory. What is now required is  
“a complete search over the whole country, and a systematic record and  
“description of all architectural and other remains that are remarkable  
“either for their antiquity, or their beauty, or their historical interest.

(6.) “To carry out these views, General Cunningham’s attention  
“should be directed to two principal objects:—*First*, to the preparation  
“of a brief summary of the labors of former enquirers, and of the results  
“which have already been obtained. Much valuable information exists  
“in the researches and journals of the different Asiatic Societies; but it  
“is so scattered over several hundred volumes, many of which are rare  
“and expensive, that it is now practically accessible only in large public  
“libraries. A brief record of what has already been done would save  
“present enquirers the loss of much precious time in the measurements  
“and description of many of the finest monuments in India. *Secondly*,  
“to the preparation of a general scheme of systematic enquiry for the  
“guidance of a staff of assistants in present and future researches. The  
“scheme should indicate what has already been accomplished, and what  
“still remains to be done. It should give clear and detailed instructions  
“as to the nature and amount of information, as well as to the style of  
“illustration required for all known remains. It should also lay down  
“the order in which these researches should be followed up, by forming  
“into different compact groups all the places to be visited, so that as  
“little time as possible should be lost in travelling.

(7.) “A report of each year’s proceedings should be drawn up by  
“General Cunningham, and submitted before the commencement of the  
“next year’s operations. This report need not be accompanied by any  
“detailed drawings or illustrations, but it should indicate clearly the  
“nature and amount of work done during the year, and should state

**Archæological Survey.** "generally the value and importance of the information acquired. The collation and arrangement of the materials contained in these annual reports, with the results obtained by former or independent enquirers, will form another branch of General Cunningham's duties. This work cannot be begun for some time, but the object should be kept steadily in view. It is, therefore, desirable that the efforts of some of the assistants should at once be directed to the completion of our knowledge of the older remains of India, so that the Archæological Survey may be able to publish a volume of Buddhist and other antiquities at an early date.

(8.) "General Cunningham should now be desired to submit, with the least possible delay, a statement of the establishment which he proposes to entertain, together with a careful estimate of its probable cost, and of all other expenses likely to be incurred, *e.g.*, for photographs, casts, excavations, &c., in connection with the survey. This statement should include General Cunningham's own salary, and expenses of every kind to be incurred on account of the department, and should be divided into two parts,—the former referring to the current official year, 1870-71, and the latter to 1871-72. As regards the establishment to be entertained, although the services of one or more European assistants may prove indispensable, His Excellency desires that, so far as possible, intelligent Natives may be employed in, and trained to, the work of photographing, measuring, and surveying buildings, directing excavations, and the like; while, as regards deciphering inscriptions, it seems probable that natives may be found better qualified to do this work than any European whose services could be at present secured for such employment in the department."

**Architecture.**

69. Ancient architecture is to be preserved.

**Arms.**

Acts XXXI of 1860 and VI of 1866.

70. No person, not exempted by Section 27, Act XXXI of 1860 or the Local Government, can carry arms without a license.

Circular 83 of 1867.

71. Annual return of licenses to carry arms is to be submitted the Annual Administration Report.

Circular 26 of 1866.

72. Europeans, Americans, Eurasians, Parsis, and Native Christians are exempted from taking out a license by Government Notification No. 913, dated 16th May 1866.

75. In exercise of the power conferred by Section 6 of Act VI of 1873, the Governor General in Council is pleased to prohibit the transshipment of cannon and fire-arms and parts of fire-arms, and of gunpowder and other ammunition, at all ports to which the said Act extends or may hereafter be extended, except under license from the officer charged to grant license of import into British India.

Arms.

Home Dept. Notn. No.  
3559, 28th November 1873.

74. Under the authority vested in him by Section 22 of Act XXXI of 1860, the Governor General in Council is pleased, in supersession of all previous orders on the subject, to prohibit the transport of fire-arms and parts of fire-arms, and of gunpowder and other ammunition or military stores as described in Section 22 of the Act above cited, from any place in British India within the jurisdiction of one Local Government or Administration to any place in British India within the jurisdiction of another Local Government or Administration, except under the following rules and conditions:—

Home Dept. Notn. No.  
3560, 28th November 1873.

II.—Any person desirous of transporting any of the above-mentioned articles (except in reasonable quantities for his own private use) from any of the sea-port towns or frontier stations into which arms can be imported under license, into the interior of British India beyond the territorial jurisdiction of the Local Government or Administration within the limits of which such sea-port or station is situated, must apply for a pass to the officer empowered by the Government of India to grant licenses under Section 17 of Act XXXI of 1860 for import to the sea-port or station.

III.—When a person is desirous of transporting any such articles from any place in British India other than the sea-ports or stations referred to in the last preceding rule, to any place in British India within the territories of another Local Government or Administration, he must apply for a pass to the Secretary to the Government of India in the Home Department, or to the Secretary to the Local Government of the territory out of which he desires to convey the articles, or to such other officer as the Government of India may have authorized by notification to grant such a pass.

IV.—The application must in either case be in writing; it must specify the town, station, or other place into which the articles are

Arms.

intended to be transported, and must contain full information as to the quantity, quality, and description of the articles and the purpose for which they are respectively designed. Where the articles have been imported from abroad, the license under which they have been imported must be appended.

V.—It will be within the discretion of the authorized officer to grant the pass if, from the information thus given and otherwise obtained, he considers that such pass may be safely granted. A register shall be kept of all passes so granted, and a copy of each pass shall be sent to the Magistrate of the district within which the place to which the articles are to be transported is situated.

VI.—The articles covered by such pass shall be taken direct to the place of destination mentioned in the pass without being sold or made use of at any intermediate place.

VII.—On the articles reaching their destination the person in charge thereof must deliver the pass to the office of the Magistrate of the district within six days. It will be the duty of that officer to satisfy himself that the articles transported correspond with the entries in the pass, and to see that any deficiency that may exist is satisfactorily accounted for. The pass shall then be endorsed and returned to the holder if he may lawfully keep in his possession the articles of which it covers the transport.

Home Dept. Notn. No.  
3561, 28th November 1873.

75. In the exercise of the power conferred by Act XXXII of 1867, the Governor General in Council is pleased to delegate to the Chief Commissioner of Oudh, the Central Provinces, and British Burma, the power given to a Local Government by Section 22 of Act XXXI of 1860.

Home Dept. Res No. 62-  
3548, 28th November 1873.

76. In May 1869 the Government of India in the Foreign Department sanctioned certain rules for regulating the importation of fire-arms and ammunition into the Lower Provinces of Bengal, and their transport from place to place within the limits of those provinces, under the provisions of Sections 17 and 22 of Act XXXI of 1860, and at the same time issued a circular to the other Local Governments and Administrations inquiring how far such rules would meet their respective requirements.

II.—From the replies received it appears necessary to frame uniform regulations for placing the importation and inland transport of cannon and arms and ammunition under systematic control throughout British India.

III.—And from other portions of the correspondence read, it appears desirable to prohibit the transshipment of cannon and arms and ammunition at certain British Indian ports, and to restrict the granting of passes for the exportation of cannon and arms and ammunition from British India.

IV.—The Governor General in Council is, therefore, pleased to declare as follows:—

*Firstly, as regards the importation of cannon and arms and ammunition,* that licenses for import under Section 17, Act XXXI of 1860, will henceforward be granted only at places and by the officials named in the list appended to this Resolution. These orders will supersede the notifications issued from the Home Department in October 1860 and July 1866, which authorized the chief police officer in every town and frontier district to grant licenses, and so much of the Foreign Office notification of 1869 as relates to the importation of arms, &c., by sea or by land into India; also so much of the notification [dated 22nd July 1873] which appeared in the *Calcutta Gazette* of July 23rd, 1873, as relates to the importation of fire-arms and ammunition into the territories under the Government of Bengal.

*Secondly, as regards the transshipment of arms, &c.,* that a notification has issued under Section 6 of Act VI of 1873, prohibiting such transshipment at the ports to which that Act extends.

*Thirdly, as regards the inland transport of arms, &c., from one part of India to another,* that the rules of which a copy is appended to this Resolution are approved, and that they be published under Section 22, Act XXXI of 1860; further that, in order to enable the Local Administrations under the Government of India to make similar rules for interior transport within their respective territories, a notification has issued delegating to the Chief Commissioners the power conferred upon a Local Government by Section 22 of Act XXXI of 1860.

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*Fourthly, as regards the granting of passes for exporting arms and ammunition, that no such passes shall in future be granted for exportation either by land or sea, except by the Secretary to the Government of India in the Foreign Department, and such other officers as the Government of India, or the Governments of Madras and Bombay within their respective Presidencies, may have expressly authorized, or may hereafter expressly authorize, in this behalf. That all such passes shall be granted, subject, as far as may be, to the rules for the transport of arms within British India, and that, whenever there is a Political Agent, Cantonment Magistrate, or other British official at the place of destination, the pass shall be delivered to him within six days of the arrival there of the articles covered by it, with a view to his satisfying himself that there is no deficiency, in the same manner as a Magistrate of a British district is required to do by the inland transport rules.*

*List of places of import by Sea, and of the Officers authorized to grant licenses.*

Names of places.	Officer authorized to grant licenses.
<i>Madras.</i>	
Bimlipatam, ...	} Secretary to Government, Madras. The Magistrates of the districts in which these ports are included, viz., Tanjore, Tinnevely, Malabar, and South Canara, and the Commissioner of Police, Madras.
Coconada, ...	
Madras, ...	
Tuticorin, ...	
Calicut, ...	
Mangalore, ...	
<i>Bombay.</i>	
Bombay, ...	Commissioner of Police, Bombay.
Kurrachee, ...	Commissioner in Sindh.
Aden, ...	The Resident at Aden.
<i>Bengal.</i>	
Calcutta, ...	Commissioner of Police, Calcutta.
<i>British Burma.</i>	
Rangoon, ...	} The Chief Commissioner of British Burma.
Bassein, ...	
Akyab, ...	
Moulmein, ...	
Tavoy, ...	
Mergui, ...	

*Import by Land.*

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The officers authorized to grant licenses to import arms and ammunition [more than the reasonable quantity which requires by law no license] by land into any part of the territories under the Government of India, are—the Secretary to the Government of India, Foreign Department, the Secretaries to the Government of Bengal, North-Western Provinces, and the Punjab, and such officers as the Governments of Madras and Bombay shall appoint for those Presidencies respectively.

77. By the Resolutions and Orders marginally cited, the revised regulations for the control of the import and inland transport of arms and ammunition were declared and published. In regard to the principles upon which these regulations should be administered, especially in the matter of giving or withholding licenses to import or manufacture arms, several references for precise instructions have been received from the Local Governments, with representations that the growth and spread of the trade in arms, and their promiscuous distribution throughout some parts of the country, are matters calling for serious attention. Upon these points, therefore, I am desired by His Excellency the Governor General in Council to communicate the following observations :—

From Secy. to Govt. of India, letter No. 66-3817.  
19th December 1873.

II.—The provisions of the Arms Act (XXXI of 1860) require that licenses for import of arms from abroad and for transport from one part of India to another shall be given by, or under the authority of, the Government of India. The licensing power has, therefore, been committed to certain specified officers; but it is manifest that the exercise of this power is a matter requiring local knowledge of the character of dealers; the course of trade, the needs of districts, and, generally, discrimination of a kind which would rather be hampered than aided by specific rules. And, therefore, I am to explain that the general control and direction of the proceeding of these officers are still committed to the chief executive authority of the presidency and province into which it is desired to import arms, either by land or by sea, under license. The main object of the machinery for imposing such checks upon the traffic in arms is plain: it is intended to preserve public order and safety, which might be endangered by the uncontrolled distribution of arms throughout India. But the extent or degree to which it may be necessary

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to interfere for this purpose with the trade or with other importers must be left largely to the discretion of the Local Governments, who are best qualified to judge of the circumstances of each case, or class of case; and the Government of India can only attempt to lay down the general principle that any considerable importation of arms must need special explanation and guarantee that their use is to be inoffensive, before license can possibly be granted.

III.—There are two kinds of questions likely to come before the licensing officer, *viz.*, (i) what is a reasonable quantity of arms such as requires no license at all; and (ii) what quantity shall be admitted under a license.

To the first question one answer is supplied by Section 22 of Act VI of 1863, which exempts "fowling-pieces and sporting-powder for private use." This definition might hold good for sporting fire-arms of all kinds; and it might also be ruled generally that a man entitled to bear arms may reasonably import arms for his personal defence (such as a sword or a pistol) as well as for sporting: provided that he does not exceed what may be judged to be reasonably required for his personal use, or for the use of his household. Thus, a man of substance and respectability might reasonably import three guns without a license, and other personal arms suited to his condition; but if he claimed more he would be referred to the licensing authorities, who would demand more detailed explanations of his objects or uses for the arms. There appears to be no reason why the Customs officers should not be executively instructed to refer to the licensing officer any application for permission to pass through the Custom House more than the quantities here above indicated.

To the second question, the reply would be that the granting of a license must depend upon the facts of each case, or upon the general complexion of the explanations obtained. Cheap guns might be imported in moderate quantities to some wild districts where they are wanted to keep down wild beasts or game, but in default of some such good and substantial motive for requiring a quantity of arms the license would ordinarily be refused. Costly guns are much safer than cheap arms, for only the latter can be employed to any extent for military or aggressive purposes, while the former are nearly always used for sport. When arms are of a kind to raise suspicion that they may be possibly meant for warfare or for other illegal purposes, such as pistols, bayonets,



or cheap guns, the licensing officer must satisfy himself very carefully as to the object, reasons, and direction of import before he admits them under license. He can do this by testing the references which the applicant will give, by communicating with the Local Government, and (if necessary) with the Supreme Government.

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IV.—As to the *manufacture* of arms, I am to observe that Magistrates have under the Act complete power to grant licenses and recall them, and can therefore executively impose any condition they desire, because if the condition is not fulfilled the Magistrate rescinds the license at the end of the year. In this way, though perhaps in no other, could a limit be placed upon the quantity of arms and ammunition which a manufacturer might under license turn out; but it will be necessary for the police to keep themselves well informed as to his actual stock, and to take means for testing the correctness of the stock-book entries under Section 14. Moreover, the manufacturer cannot sell without his customers bringing themselves under the rules of inland transport in the process of taking away their purchases.

V.—Upon the subject of permitting the possession, transport, or carrying of arms within the limits of any particular administrative province, I am only to remark that, so far as these things are controlled by law, the control of them lies entirely with the Local Governments. Whether the law should be altered to place the bearing of arms under greater executive restraint, is a question which is under separate deliberation.

VI.—It will thus be observed that the machinery now in force under the Act makes necessary a license (i) for import, (ii) for inland transport from one province into another, and (iii) for carrying arms within the jurisdiction of any one Government. In some territories also a license is necessary for possession. There is besides needed an annual license for manufacture, and a record of sales, with a heavy penalty on concealing sales. And His Excellency in Council trusts that these checks now systematically established will, under the powers and discretion already possessed by Local Governments, be found sufficient for keeping the whole import trade and inland dealings in arms under effective restraint, if the magistracy and the police are alert to uphold and enforce them.

78. Forms of licenses which, according to the provisions of Act XXXI of 1860, are granted under the authority of the Government of India.

Secy. to Govt. of India,  
No. 67-3869, 23rd December  
1873.



**FORM II.**

*Pass for the delivery of Arms and Ammunition by the Collector of Customs.*

[illegible]

## Arms and Ammunition.

(FEE, FIVE RUPEES.)

## FORM III.

Pass for the Transit of Arms and Ammunition from  
 under the Government of to  
 under the Government of

Name of holder.	Place of business.	Description of arms.	Number.	Description of am- munition.	Quantity.	Mode of transit.	Up to what date pass is valid.	Remarks.

N.B.—This pass must be delivered at the Magistrate's office at within six days after arrival of the arms, &c., which it covers.

(ON STAMP PAPER OF THE VALUE OF TEN RUPEES.)

**FORM IV.***License to manufacture or deal in Arms and Ammunition for one year from the date hereof.*

Name of holder and place of residence.		Place of business, that is, factory or shop.		Description of arms		Description of ammunition		Probable estimated output of each description of arms and ammunition per month.	Estimate of probable purchase and sale of arms and ammunition per month.	Actual reported output of each description of arms and ammunition per month during the currency of the last preceding license, if any.	Actual reported purchase and sale of each description of arms and ammunition per month during the currency of the last preceding license, if any.	Remarks.
				To be manufactured. To be dealt in.		To be manufactured. To be dealt in.						

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Arms and Ammunition.

**FORM V.**  
**L I C E N S E**

Is hereby granted to  
of  
under  
authority of Act XXXI of 1860, Section 28,  
to carry arms and to go armed.

*Insert these words where  
a license for followers is  
applied for and granted, but  
omit them in other cases.*

[This License extends to the followers  
of to the  
number of and the number and descrip-  
tion of arms to be carried by each follower may be  
]

Dated at

this day of 18 . }

**FORM VI.**  
**L I C E N S E**

Is hereby granted, under the authority of Act XXXI of 1860,  
Clause 3 of Section 32, to  
of  
to have in his possession the arms and ammunition hereunder  
specified:—

			Number or quantity of each.	
Fire-arms	..	..		
Bayonets	..	..		
Swords	..	..		
Daggers	..	..		
Spears	..	..		
Spear-heads	..	..		
Percussion-caps	..	..		
Gunpowder	..	..		
Sulphur	..	..		
Other ammunition	..	..		

Dated at

this day of 18 . }

79. The proper maintenance and inspection of books referred to in Section 14 Act XXXI. of 1860, which are essential at all times to effective control over the traffic in arms have become very much more important now that the checks on importation are likely to stimulate Home manufacture.

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Home Dept. letter No. 46-1693, 12th June 1874.

80. It should be seen that these books are properly maintained and periodically inspected by a Magistrate.

Circular 27 of 1874.

81. Importation of rifles into British India prohibited, except such as are intended for *bond fide* sporting purposes, which may be imported under a license to be granted by the local officers empowered to grant licenses under Act XXXI of 1860. (Government Notification No. 477 dated 10th May 1866.)

Circular 24 of 1866.

82. All Deputy Commissioners of districts in Oudh are authorized to grant passes for the transport of saltpetre from their respective districts to any place within the territories subject to the jurisdiction of the Lieutenant Governor of Bengal and His Excellency the Governor of Bombay.

Home Dept. Notn. Nos. 2444, 25th September 1874 and 2535, 9th October 1874.

83. Rules for the grant of licenses to carry arms.

Circular 21 of 1868.

- I. Licenses to carry arms under the Arms Act are not to be granted unconditionally, except to native chiefs and gentlemen and persons entitled to honour and distinction, and then in limited number only.
- II. Licenses to other persons are to be granted on condition that,—
  - (1). The arms shall only be carried when required for the specific purpose for which they are allowed, such as sport, the protection of property, the destruction of wild animals, or other similarly lawful purpose, and
  - (2). That the arms are not to be carried at fairs, processions, and other places or occasions of public resort where large crowds are assembled.
- III. (1). The specific purpose for which a person is allowed to carry arms by a license conditionally granted under the preceding rule, is to be expressly mentioned in the license.

**Arms and Ammunition.**

- (2). Deputy Commissioners are empowered to offer licenses in reasonable numbers to the inhabitants of any place where antelope, nilgai, or other wild animals are so numerous as seriously to injure the crops.

*83A C. 24 of 75. 83B C. 36 of 75. 83C C. 53 of 75.*

**Bills.**

Circular 112 of 1867.

Finl. Dept. Res. No. 3263,  
27th November 1873.

84. Deputy Commissioners are forbidden to pass bills for printing or lithographing unless signed by the Secretary.
85. The Governor General in Council observes that not infrequently the Local Governments, or even individual public officers, remit money to England for public purposes by private bills.

II. Such a practice is altogether irregular, and it should cease without exception.

III. No money should be paid in England on account of the public service in India, except through the Secretary of State, whether that service be chargeable to imperial, provincial, or local funds.

IV. Nor, ordinarily, ought there to be any direct transactions on the public service, between officers or authorities in India and firms or persons in England, which entail payment of money to the latter; for, as a rule, books, or stores obtained from England have to be procured through the Secretary of State for India, and in the cases where the strict rules on this head are observed there can be no occasion for remittances from India.

V. When a remittance to England on the public service is necessary, it should in no case be made by private bills, but invariably through the Government of India, who will arrange for the payment of the money by the Secretary of State for India, and for the settlement of the loss by exchange if the remittance be on account of a foreign administration, or for a local fund, &c.

**Bills—Contingent—  
Certificate to accompany.**

Finl. Dept. Res. No. 3750,  
17th December 1873.

86. The disbursing officer is the officer who draws a bill for contingent charges and is responsible for the due disbursement of the amount.

87. A disbursing officer may be left to deal with vouchers for items not exceeding ten rupees, attaching to his contingent bill a certificate in the following form:—

“I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have



"satisfied myself that the charges entered in this bill have been really paid. Vouchers for all sums above Rs. 10 in amount are attached to the bill. I have, as far as possible, obtained vouchers for smaller sums, and am personally responsible that they have been so destroyed that they cannot be used again."

88. When the bill of a disbursing officer is countersigned, vouchers for sums above Rs. 10 and not exceeding Rs. 100 shall be examined, cancelled, and retained in the office of the countersigning officer.

89. The certificate prescribed for the countersigning officer is as follows:—

"I certify that in support of every charge of more than Rs. 10 made in this bill, a receipt or other voucher in proper form has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 100 are attached to the bill, and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 10. are in proper form and order, and that they have been so cancelled that they cannot again be used to support claims against the Government."

90. A district officer need not personally give the certificate required from a disbursing officer. With the sanction of the Commissioner, or, in the Madras Presidency, of the Board of Revenue, he may delegate the duty to one of his gazetted subordinates.

91. A register of contingent expenditure should be kept in each office, and the initials of the head of the office should be entered against the date of the payment of each item.

92. The Governor General in Council expects that every public officer will exercise the same vigilance in respect to petty contingent expenses that he would do if he were spending his own money.

*92a C. 67-75*  
93. The following is the list of books of reference sanctioned for Deputy Commissioners, Commissioners, Police Officers and Jail Officers. Officers giving over and receiving charge will take and give receipts for the books made over, and a copy will be sent to the Commissioner, who should see that they correspond with the receipts exchanged at the last transfer.

## Books.

## LIST OF BOOKS OF REFERENCE.

## For Deputy Commissioners.

Regulations and Acts, .. .. .	1 copy.
Campbell's Law of the Non-Regulation Provinces, .. .. .	{ 1 Munsarim and 1 for each court.
Macnaghten's Principles of the Hindu and Mahomedan Laws, .. .. .	1 Munsarim and 1 do.
Penal Code, .. .. .	1 do. and 1 do.
Criminal Procedure Code, .. .. .	1 do. and 1 do.
Civil Procedure Code, .. .. .	1 do. and 1 do.
Punjab Code, .. .. .	1 do. and 1 do.
Oudh Revenue Acts, .. .. .	1 do. 1 do. and 1 office.
Chief Commissioner's Circulars, .. .. .	{ 1 Copy office almirah. 1 Copy office bound. 1 Deputy Commissioner. 1 Copy each officer for private use.
Judicial Commissioner's Circulars, .. .. .	1 Copy office, 1 copy Munsarim, 1 copy Deputy Comr., 1 copy each court, and one copy each officer for private use.
Macpherson on Contracts, .. .. .	1 copy.
Do. on Mortgages, .. .. .	1 copy.
Jail Manual, .. .. .	{ 1 office, 1 officer in charge, 1 darogha.
Manual of Justices of the Peace, .. .. .	1 office, 1 each Justice.
Morley's Digest, .. .. .	1 copy.
Broom's Legal Maxims, .. .. .	1 copy.
Dictionary, English, .. .. .	1 copy.
Accountant's Manual, .. .. .	1 copy.
Tulloch's Hand-book, .. .. .	1 copy Deputy Commissioner & 1 copy Treasury Officer.
Directions to Revenue Officers, .. .. .	1 copy office, 1 each officer.
Elliot's Suppt. Glossary, .. .. .	1 copy.
Oudh Revenue Manual, .. .. .	1 copy office, 1 each officer.
Dictionary, English and Hindustani, .. .. .	1 copy.
Do. Hindustani and English, .. .. .	1 copy.
Bible, .. .. .	1 copy each Europ. court.

Wharton's Law Lexicon, .. ..	1 copy.
Mutiny Act, .. ..	1 copy.
Police Manual, .. ..	1 copy office, 1 Dy. Comr.
Public Works Code, .. ..	1 copy.
Stamp Compendium and Orders, .. ..	1 copy office almirah, 1 copy bound.

**For Commissioners, the above, and in addition—**

Story on Contracts, .. ..	1 copy.
Do. on Bills of Exchange, .. ..	1 do.
Roscoe's Digest of the Law of Evidence, .. ..	1 do.
Broom's Commentaries, .. ..	1 do.
Chitty's Mercantile and General Law, .. ..	1 do.
Blackstone's Commentaries, .. ..	1 do.

**For Police Officers.**

Penal Code, .. ..	1 copy Inspector General and 1 each Dist. Supdt.
Police Circulars and Manual, .. ..	do. do.
Criminal Procedure Code, .. ..	do. do.
Judicial Commr.'s Circulars, .. ..	do. do.
Tulloch's Hand-book, .. ..	do. do.
Chief Commissioner's Circulars, .. ..	do. do.
Laws of the Non-Regulation Provinces with Notes by Campbell, .. ..	do. do.
A Small Dictionary, .. ..	do. do.

**Jail Officers.**

Indian Jail Committee Report, .. ..	1 copy Insp. Genl. of Prisons and 1 each jail.
Penal Code, .. ..	1 copy Insp. of Prisons and 1 each Jail.
Do. Vernacular, .. ..	1 each jail.
Criminal Procedure Code, .. ..	1 copy Insp. of Prisons and 1 each jail.
Chief Commissioner's Circulars .. ..	2 copies Inspector of Prisons
Judicial Commissioner's do. .. ..	do. do.
Act VI of 1864, .. ..	1 Insp. of Prisons and 1 each jail.
Act XV of 1869, .. ..	do. do.
Act XXVI of 1870, .. ..	do. do.

Indents for above when required to be sent to the Secretary.

**Books.**  
Circular 59 of 1873.

94. The following rules are issued by the Chief Commissioner under Section 20, Act XXV of 1867 :—

**R U L E S .**

I. The three copies of the Books referred to in section 9 of Act XXV of 1867 will, as directed in Notification No. 3480 dated 19th July 1873, be delivered to the Deputy Commissioner along with the bill of their cost which will be paid by the Deputy Commissioner.

II. The Deputy Commissioner will send the three copies to the Director of Public Instruction, who will at the close of each quarter send two copies to the Secretary to the Chief Commissioner, with a list in the prescribed form for transmission to the Government of India. The third copy will be deposited in the Reform Club Public Library.

III. The catalogue of Books prescribed by section 18 of the Act shall be kept up by the Director of Public Instruction.

Deputy Commissioners are reminded that a printer who fails to comply with the requirements of section 9 is punishable under section 16 of the Act.

**Books.—Exempted.**  
From provisions of Act  
XXV. of 1867.  
Home Dept. Notn. No.  
5604, 21st Decr, 1871.

95. By virtue of the power vested in the Governor General in Council by Section 21 of Act XXV. of 1867, entitled "An Act for the regulation of printing presses and newspapers, for the preservation of copies of books printed in British India, and for the registration of such books." His Excellency in Council is pleased to declare that the following publications are exempted from the provisions of the said Act :—

I. Acts of the Legislative Councils without notes or commentaries.

II. Price lists and tradesmen's circulars.

III. Catalogues of books and other articles, auctioneer's notices and advertisements.

IV. Play bills, comprising advertisements of theatrical and musical entertainments.

V. Decisions of courts of law without notes or commentaries.

VI. Petitions and appeals addressed to constituted authority under the provisions of law.

VII. Testimonials of private individuals or public officers.

VIII. Annual reports of schools, banks, societies, and firms.

IX. Almanacs and calendars.

X. Labels affixed to articles of commerce.

96. The imperial budget is prepared under the orders of the Accountant General.

Budget—Imperial.

97. Besides budget provision to meet it, all expenditure requires the sanction of Government or of the Chief Commissioner as the case may be, except where other officers have special authority given them to sanction. *See under the official designations of the several officers.*

98. A report whether budget provision has been made for any proposed expenditure is to accompany an application for sanction.

Circular 58 of 1861.

99. Transfers from one major head to another can only be made by Government in the Financial Department.

100. Transfers between minor heads of the same major head can be made by the Chief Commissioner, but, if they affect the budget grants for the salary of gazetted officers, they require the sanction of Government.

101. The procedure when a transfer may be found necessary, and it should not be applied for until the expenditure is sanctioned, is for disbursing officer to apply through the Accountant General and for the latter officer to suggest the transfer.

Circular 22 of 1867.

102. The Government of India desires to impress upon all concerned, in general terms, the importance of strictly restraining all expenditure within the limits of the Budget allotments.

ECONOMY IN EXPENDITURE.  
Finl. Dept. Res. No. 1772,  
31st March 1869.

The Government of India is determined to have an equilibrium between income and ordinary expenditure. It will be manifest that the equilibrium can only be preserved by means of the restriction of expenditure according to the limitation laid down. If the allotments shall be at all exceeded, the consequent inconvenience will be grave indeed. The Government of India, will, of course, do all in its power to prevent any such excess occurring, but it confidently relies on the zealous exertions of all executive authorities for the same end. The attention therefore bestowed on this important matter should not only be sustained but if possible increased. The departments of audit and account will do their best to check irregularity of expenditure; but real economy and substantial check must mainly depend on the efforts of those who are in administrative charge.

Budget—Imperial.  
Finl. Res. No. 3144, 21st  
May 1874.

103. The following dates have been prescribed for the submission of the several Estimates:—

Civil estimates,	..	..	7th January.
Forest estimates,	..	..	15th „
Military estimates,	..	..	} 1st February.
Guaranteed Railway estimates,	..	..	
Provincial service and local fund estimates,			} 10th February.
Public Works estimates, ..	..	..	
State Railways estimates, ..	..	..	

The civil estimates are now usually received, with commendable punctuality. But very grave inconvenience is caused by the habitual delay with which all the other estimates are forwarded to the Government of India in this department.

The Governor General in Council is willing to extend to the 10th February, the time for the submission of all the estimates excepting the civil imperial estimates, which must be sent as now so as to reach the Government of India in this department by the 15th January at latest.

But His Excellency in Council hopes that in future precautions will be taken by the officers and departments concerned to ensure punctuality in the submission of the estimates. The want of a single estimate is enough to prevent the compilation of the whole statement of ways and means, and so to delay the financial arrangements of the year. The delay this year in the receipt of the provincial, local and municipal estimates was especially serious.

The Governor General in Council desires at the same time, that after the submission of their estimates, the officers and departments concerned should make arrangements for communicating to this department, from time to time until the estimates are finally settled, any change that later information may render necessary.

Circular 24 of 1874.

104. The following table shows the prescribed dates for the submission of the various Budget Estimates.

All budgets submitted through the Personal Assistant or Secretary to the Chief Commissioner will be forwarded to them in duplicate.

## Budget.

Description of Budget.	Designation of Officer by whom submitted.	Officer to whom submitted.	Prescribed date by which the Budget is to reach the last named Officer.
Local Service Budget,	Dy. Commissioner, ...	Commissioner, ...	15th September.
Ditto, ...	Commissioner, ...	Secy. to Chief Comr.,	1st October.
Local Rates Budget, ...	Dy. Commissioner, ...	Commissioner, ...	15th September.
Ditto, ...	Commissioner, ...	Secy. to Chief Comr.,	1st October.
Municipal Budget, ...	Dy. Commissioner, ...	Commissioner, ...	15th September.
Ditto, ...	Commissioner, ...	Secy. to Chief Comr.,	1st October.
Provincial Budget Head "7 Miscellaneous," vide para. 13, Circular 63 of 1873,	Dy. Commissioner,	Commissioner, ...	15th September.
Ditto, ...	Commissioner, ...	Secy. to Chief Comr.,	1st October.
Departmental Budgets,	Inspr. Genl. of Police, Inspr. Genl. of Prisons, Director of Public Instruction, Dy. Insp. Genl. of Hospitals, Chief Insp. of Post Offices, Sanitary Commr., Insp. Genl. of Registration, Dy. Surgeon General, Indian Medical Service,	Secy. to Chief Comr.,	1st November.
Departmental charges in Local Services Budgets, vide para. 7, Circular 63 of 1873.	Dy. Commissioner,	Heads of Depts., ...	15th September.
IMPERIAL.			
Land Revenue, ...	Dy. Commissioner, ...	Commissioner, ...	5th October.
Ditto, ...	Commissioner, ...	Persl. Asst. to C. C.,	15th Do.
Law and Justice, ...	Dy. Commissioner, ...	Commissioner, ...	5th Do.
Ditto, ...	Commissioner, ...	Accountant Genl., ...	25th Do.
Akhari and Stamps, ...	Dy. Commissioner, ...	Supdt. of Excise and Stamps.	15th Do.
Ditto, ...	Supdt. of Excise and Stamps,	Persl. Asst. to C. C.,	20th Do.
Administration and Public Departments,	Commissioner, ...	Accountant Genl., ...	25th Do.
Ditto, ...	Civil Judge and Judge of the Small Cause Court.	Commissioner, ...	15th Do.
Ditto, ...	Commissioner, ...	Accountant Genl., ...	25th Do.
Settlement, ...	Settlement Officer, ...	Persl. Asst. to C. C.,	15th Do.

**Budget.**  
Circular 31 of 1873.

105. Heads of Departments when they find that the expenditure on any particular item of account will exceed the amount provided in the budget estimate to an extent which they will be unable to meet from the resources placed at their disposal, will at once report the fact with the cause of the same for the information of the Chief Commissioner.

**Budget—Local Funds.**  
**Rules for the preparation of—**  
Circular 63 of 1873.

106. The following fundamental rules apply to all the departments of the Administration, that of Public Works included :—

I. No money is to be considered available for expenditure in any department, unless it has been first allotted to it in the General, that is the Financial Department.

II. Transfers may be made by Commissioners and Deputy Commissioners, and heads of departments, in their own budgets under the powers granted to them in this behalf by the Government of India and by the Local Government respectively. Provided, however, that no transfer be made in the Local Funds or Local Rates Budgets by any officer of the Department Public Works, without the approval of the civil authorities. If a District Engineer requires more money than is provided in his budget for any work under his charge, he must apply for it to the Deputy Commissioner of the district in which the work is.

As some misapprehension appears to exist regarding transfers or re-appropriations, it may not be out of place to explain here that a transfer or re-appropriation is the taking of money set aside in the budget for some specific object and the appropriation of it to some other object. Thus, wherever there is an appropriation of this kind there must be a corresponding reduction under some other budget head.

No transfer or re-appropriation can be made from money that has not been entered in the budget. Such money cannot be touched without the sanction of the Chief Commissioner which must be applied for in the manner noted hereafter.

III. All unexpended balances in Deputy Commissioner's budgets at the close of the year are to be separately carried forward to the next year's account. In the case of departments, however, unexpended balances must be re-allotted before they can become available for expenditure. If the balances are from the provincial funds, they lapse to the General Department; if they are from the local funds, they lapse to the several districts. The officers of account will estimate these



lapses under the head of each fund, and the Accountant General will submit a statement thereof to this office as soon after the 1st January as possible.

Budget—Local Funds.

107. The following are the funds of this Province :—

Ferry.	Local Rate.
Road.	Pound.
Nazúl.	Cantonment.
Municipal.	Village Chaukidári. ✓
General Police. ✓	Police Chanda. ✓
Police School. ✓	Police Clothing. ✓
School.	Dispensary.
King's Hospital.	Charitable Refuge.
Margin.	Record.
Patwári.	District Dák.

The Staging Bungalow Fund has been abolished and united with the Ferry Fund. Of the above funds, the balances of the Ferry, Local Rate, Margin, and District Dák will not be carried forward; those of the other funds will be carried forward, as described in Rule III. Para. 3, to the next year's budget.

108. The following instructions are issued regarding the several funds that will appear in the budgets of Deputy Commissioners.

I.—FERRY FUND. *Receipts.* (1) Tolls and leases of bridges of boats and ferries; (2) Miscellaneous receipts, including Paráo dues, sale of Paráo manure, sale of old materials, &c.; (3) Staging Bungalow receipts.

*Charges.* (1) Toll collection, including establishment and contingencies; (2) Keeping up Staging Bungalows, that is, establishment and furniture; (3) Public Works, that is, the balance left. The first charges on this fund in the Public Works Department are, however, (1) Maintenance of bridges of boats, and boats for ferries when they are public property; (2) Staging Bungalows; (3) Saráís.

II.—LOCAL RATE FUND. *Receipts.* (1) ~~Balance of the previous year;~~ (2) the Cess imposed under Act XVII. of 1871.

**Budget—Local Funds.**

*Charges.* Such objects as the Local Committee may determine under Section 10, Act XVII. of 1871. These charges will appear detailed in the Deputy Commissioner's budget except in the case of departments for which there is a separate budget. The headings of charge in the budget, under "7. Miscellaneous," of 4. Establishment, Deputy Commissioner's office; 12. Nursery gardens; 13. Breeding charges, and 19. Sanitation, will be met from this fund, if any such charges are sanctioned by the Committee.

III.—ROAD FUND. *Receipts.* (1) Balance of the previous year; (2) The one per cent. road fund; (3) Miscellaneous, consisting of fruit from road avenues, sale of fallen or cut timber, &c.

*Charges.* (1) The maintenance of the district roads already made; (2) New communications.

IV. POUND FUND. *Receipts.* (1) Balance of previous year; (2) The net proceeds of the sale of cattle and fines before release, after deducting the cost of feeding them; (3) Feed of cattle recovered, &c.

*Charges.* (1) Pound-keeper; (2) Herdsmen; (3) Contingencies; (4) Petty construction and repairs; (5) Such sums as the Local Committee may allot to Public Works.

V.—NAZÚL FUND. *Receipts.* (1) Balance of previous years; (2) Interest of Government securities; (3) Rent of lands or shops; (4) Proceeds of gardens; (5) Sales of Nazúl lands or houses under Rs. 100. The proceeds of sales over Rs. 100 must be invested.

*Charges.* (1) Establishment; (2) Contingencies; (3) Miscellaneous; (4) Construction and repairs; (5) Such aid as the Chief Commissioner may give to Municipalities from Nazúl proceeds; (6) Such sums as the Local Committee may allot to Public Works.

VI.—CANTONMENT FUND. *Receipts.* (1) Balance of previous year; (2) Such sums as may be paid into the Treasury by the Cantonment Committee.

*Charges.* Such sums, not exceeding the balance at credit, as the Cantonment Committee may draw out of the treasury.

VII.—MUNICIPAL FUND. *Receipts* and *Charges* as in the case of Cantonment Fund. Receipts will further show the aid granted by the Chief Commissioner from Nazúl. Also among charges such sums as Municipalities may allot to departments to be drawn by them. Separate budgets will be submitted by Municipalities, and on behalf of towns into which Act XX. of 1856 has been introduced, or in which Octroi is collected under the 64th para. of Foreign Department letter No. 12, dated 4th February 1856, the same budget headings being observed as far as they are required. Budget—Local Funds.

VIII.—VILLAGE CHAUKÍDÁRÍ FUND. *Receipts.* (1) Balance of previous year; (2) The Chaukídárí rate levied in Government villages where the Chaukídár is not provided with a jágír; (3) The rate levied in private villages, khálsa or m'afí, where the málgúzár does not adequately provide for the Chaukídár.

*Charges.* The pay of the Chaukídárs on whose account the rate was collected.

IX.—GENERAL POLICE FUND. *Receipts.* (1) Balance of previous year; (2) Sums paid into the Treasury by the District Superintendent, under the provisions of Section 16 Act V. of 1861; (3) Rewards, forfeitures, &c., under Section 41 of that Act; (4) Miscellaneous.

*Charges.* The charges against this fund are at the discretion of the Inspector General of Police, subject to the approval of the Chief Commissioner.

X.—POLICE CHANDA FUND. *Receipts.* (1) Balance of previous year; (2) Deductions from the pay of sowárs on account of this fund; (3) Such aid as the Inspector General may give from the General Police Fund.

*Charges.* Whatever may be drawn by the District Superintendent under the orders of the Inspector General.

XI.—POLICE SCHOOL FUND. *Receipts.* (1) Balance of previous year; (2) Fees levied from scholars; (3) Such aid as the Inspector General may give from the General Police Fund.

*Charges.* (1) Pay of Schoolmaster; (2) Contingencies.

XII.—POLICE CLOTHING FUND. *Receipts.* (1) Balance of previous year; (2) Deductions from the pay of the men on account of this fund; (3) Such aid as the Inspector General may give from the General Police Fund.

## Budget—Local Funds.

*Charges.* Whatever may be drawn by the District Superintendent under the orders of the Inspector General.

XIII.—SCHOOL FUND. *Receipts.* (1) Balance of previous year; (2) The one per cent School cess.

*Charges.* The whole of this fund will be estimated as a charge to be appropriated in detail by the Director of Public Instruction, subject to the approval of the Chief Commissioner.

XIV.—DISPENSARY FUND. *Receipts.* (1) Balance of previous year; (2) Interest on Government Securities; (3) Subscriptions and donations; (4) Fees from better class patients.

*Charges.* The whole of this fund will be estimated as a charge to be appropriated in detail under the Dispensary rules by the Deputy Inspector General of Hospitals, subject to the approval of the Chief Commissioner, except such sum as the Local Committee may appropriate to Public Works.

XV.—KING'S HOSPITAL FUND. *Receipts.* (1) Balance of previous year; (2) Interest on Government Securities; (3) Subscriptions and donations; (4) Fees from better class patients.

*Charges.* The same orders as for the Dispensary Fund.

XVI.—CHARITABLE REFUGE FUND. *Receipts.* (1) Balance of previous year; (2) Interest on Government securities; (3) Subscriptions and donations; (4) Appropriations by the Local Committee from Local Rate Cess.

*Charges.* (1) Establishment; (2) Contingencies; (3) In-door relief; (4) Out-door relief; (5) Construction and repairs; (6) Such sum as the Local Committee may appropriate to Public Works.

XVII.—MARGIN FUND. *Receipts.* (1) The quarter per cent cess; (2) Interest on Government Securities; (3) Miscellaneous, including any receipts in the district of a local character not distinctly specified as belonging to some other fund.

*Charges.* (1) Rewards to Chaukidárs; (2) Traffic statistics. In Lucknow only; (3) Observatory; (4) Museum; (5) Library; (6) Horticultural Garden.

NOTE. The margin Fund has under the orders of the Government of India been amalgamated with the Local Rates, as explained under the head "Local Funds"; but for provincial purposes it is convenient that separate accounts be kept.

XVIII.—RECORD FUND. *Receipts.* (1) Balance of previous year; Budget—Local Funds.  
(2) Copying fees; (3) Sale of waste paper. *(4) Fees*

*Charges.* (1) Copying establishment; (2) Any extra temporary establishment entertained with the consent of the Commissioner.

XIX.—PATWÁRÍ FUND. *Receipts.* (1) Balance of previous year;  
(2) Patwáří cess in Government villages; (3) Patwáří cess in private villages (khálsá) where the málgúzárs do not pay the Patwáris, and a clause in the kabúliát warrants the levy thereof.

*Charges.* Pay of the Patwáris concerned.

XX.—DISTRICT DÁK FUND. *Receipts.* The quarter per cent cess.

*Charges.* The whole of this fund will be estimated as a charge to be appropriated by the Chief Inspector of Post Offices, subject to the approval of the Chief Commissioner.

109. The budgets of Deputy Commissioners, drawn up in the form attached to this Circular, and supported by the proposals of the Local Committee assembled in August, will be submitted to the Commissioner by the 15th September, and to this office by 1st October. They will be prepared in quadruplicate, one copy for the Deputy Commissioner's office, one for the Commissioner, one for the Secretary, and one for the Accountant General.

*Vide Cir. 25 of 1875*

110. Immediately on his budget being prepared, the Deputy Commissioner will forward to the Inspector General of Police, the items of charges in his budget under "3. Police"; to the Director of Public Instruction\* those under "4. Education"; to the Deputy Inspector General of ~~Hospitals~~ those under "5. Medical services"; and to the Chief Inspector of Post Offices those under "7. Miscellaneous, 2. District Dák Fund." These items will form the Local Fund income in the budgets to be submitted by those officers.

111. The Inspector General of Police, the Inspector General of Prisons, the Director of Public Instruction, the Deputy ~~Inspector General of Hospitals~~, the Chief Inspector of Post Offices, the Sanitary Commis-

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\* This officer will also be supplied with an extract from "Receipts" under Head II, Local Rates and Taxes, Item 3, one per cent school cess. Circular 43 of 1874.

**Budget—Local Funds.** sioner, the Superintendent of Vaccination and the Inspector General of Registration, will submit their budgets to this office by the 1st November.

112. The Accountant General will submit, as soon after the 1st January as possible, the whole of these budgets, corrected by eight months' actuals of the year previous to that for which the estimate is made, together with an estimate of the lapses that may be expected by the 1st April in all the departments, and an estimate of the Ferry Fund receipts from the North-West Provinces at the close of the current year.

113. On receipt of this information, after these budgets have been sanctioned by the Chief Commissioner, the Public Works allotment for the year will be made in the form attached to this Circular. Copies of this allotment will be sent to the Secretary Public Works Department, the Accountant General, and to all the Commissioners and Deputy Commissioners in the Province.

114. When it is found during the year that more money is actually available than was anticipated when the budget was passed; (if for example the unexpended balance at the close of the past year has proved to be larger than the estimate); and it is considered desirable to spend this money during the current year, a Supplementary Budget should be prepared and submitted for the orders of the Chief Commissioner. In preparing Supplementary Budgets, officers will be guided generally by the foregoing rules for the preparation of ordinary Budgets. Supplementary Budgets are to be avoided as much as possible and ordinarily one, which should be submitted on or before the 1st December, should suffice for the year.

115. Any proposal involving the creation of a new establishment, or a permanent increase to an old one, must receive the special sanction of the Chief Commissioner before any provision can be made for it in the budget.

116. Deputy Commissioners will also submit a separate Provincial Budget exhibiting under the head of "7. Miscellaneous," which will be the sole major heading, the following charges which are provided for in the Government of India's assignment for Provincial Services.

1. Petty construction and repairs, Provincial Civil Buildings.
2. Destruction of wild beasts.
3. Cemetery charges.
4. Residency grounds.

**ODDH PROVINCE.**

*Local Services Budget for 1874-75, District of \_\_\_\_\_, to be submitted to Commissioner by the 15th Sept. and to the Secy. to the Chief Commissioner by the 1st October 187 .*

**Budget—Local Funds**

Number.	Receipts.	Actuals of 1872-73.	Estimate of 1873-74.	Estimate of 1874-75.			Explanation of increase or decrease.	Remarks.
				Balance 1873-74	Receipts 1874-75.	Total.		
II.—LOCAL RATES & TAXES.								
1	One per cent Road cess,	}	Lapses					3. Details of this to be given to the Dir. P. I.
2	Village Chaukidari, cess,							
3	One per cent School cess,							
4	$\frac{1}{4}$ per cent District Dak cess,							
5	$\frac{1}{4}$ per cent Margin cess,							
6	Local Rate cess (Act XVII of 1871),							
7	Stage carriage tax, ...							
Total of II. ...								
V.—POLICE.								
1	General Police Fund, ...	.						
2	Police Chandá, " ...	.						
3	" School, " ...		.					
4	" Clothing " ...							
Total of V., ...				.				
VI.—EDUCATION.								
1	Subscriptions, ...							
2	Interest on Govt securities, ...							
3	Sale of Books, ...		.	.				
4	Fees from Local Rate schools, ...			.				
Total of VI, ...								
VIII.—MISCELLANEOUS.								
1	Patwari Fund, ...							
2	Dispensary Fund, ...							
3	King's Hospital Fund, ...							
4	Record Fund, ...							
5	Margin Fund (Interest), ...							
6	Pound Fund, ...			Lapses				
	(a).—Sale of Cattle, ...							
	(b).—Fines, ...							
	(c).—Feed of cattle recovered							
	(d).—Other items, ...							
Total Pound Fund, ...								

3. Details of this to be given to the Dir. P. I.

Lapses

Lapses

## Budget—Local Funds.

Number.	Receipts.	Actuals of 1872-73.	Estimate of 1873-74.	Estimate of 1874-75.		Explanation of increase or decrease.	Remarks.
				Balance 1873-74.	Receipts 1874-75.		
	VIII.—MISCELLANEOUS.— (Continued).						
7	Nazul Fund, ...						
	(a).—Interest on Govt securities, ...						
	(b).—Rent of land & shops ...						
	(c).—Proceeds of gardens, ...						
	(d).—Sale of land & houses, ...						
	(e).—Other items, ...						
	Total Nazul Fund, ...						
8	Charitable Refuge Fund, ...						
	(a).—Interest on Govt. securities ...						
	(b).—Subscriptions and donations, ...						
	(c).—Grant from Local Rate Cess ...						
	Total C. R. Fund ...						
	Total of VIII ...						
	IX.—PUBLIC WORKS.						
1	Road Fund (miscellaneous, ...						
2	Ferry Fund ...						
	(a).—Bridge & ferry tolls ...						
	(b).—Staging bungalow receipts ...						
	(c).—Miscellaneous ...						
	Total Ferry Fund ...			Lapses			
	Total of IX ...						
	X.—MUNICIPAL.						
1	Municipal Fund ...					(a) The total income of the City Budget	
	(a).—Lucknow ...					(b) The total income of the Town Budget.	
	(b).—Mulliabab ...						
	&c. &c. ...						
	Total Municipal Fund ...						
2	Cantonment Fund ...					The total income of the Cantonment Budgets.	
	Total of X. ...						
	Grand Total ...						



## Budget—Local Funds.

Number.	Charges.	Actuals of 1872-73.	Estimate of 1873-74.	Estimate of 1874-75.	Explanation of increase and decrease.	Remarks.
3.—POLICE.						
1	Village Chaukidári Fund					1. Amount of pay of Chaukidárs. 2. Amount sanc- tioned by Chief Commissioner. 3. Details of this to be given to In- specter General.
2	Rewards to Chaukidárs ...					
3	Municipal Fund allotment					
4	Canton. Fund allotment...					
5	Total of V. Police ...					
	Total of 3 ...					
4.—EDUCATION.						
1	School Fund ...					4. Details of this to be given to D. Public Instruction.
2	Allotment Local Rates ...					
3	Do. Municipalities					
4	Total of VI Education ...					
	Total of 4 ...					
5.—MEDICAL SERVICES.						
1	King's Hospital Fund ...					
2	Dispensary Fund ...					
3	Allotment Local Rates ...					
4	„ Municipalities...					
	Total of 5, ...					
7.—MISCELLANEOUS.						
1	Patwári Fund, ...					1. Amount of pay of Patwari.
2	District Dák Fund, ...					
3	Record Fund, ...					
4	Establishment Dy. Com- missioner's office, Local Funds, as detailed in column of remarks, ...					
5	Ferry Fund, ...					
	(a).—Collection establish- ment, detailed in column of remarks,					
	(b).—Contingencies, ...					
	(c).—Miscellaneous, ...					
	(d).—Staging bungalow es- tablishment as de- tailed in column of remarks, ...					
	(e).—Ditto Contingencies,					
	Total Ferry Fund, ...					

## Budget—Local Fund.

Number.	Charges.	Actuals of 1872-73.	Estimate of 1873-74.	Estimate of 1874-75.	Explanation of increase and decrease.	Remarks.
	MISCELLANEOUS.— (Continued)					
	Brought forward.					
6	Pound Fund, ...					
	(a).—Pound keepers, ...					
	(b).—Herdsman, ...					
	(c).—Contingencies, ...					
	Total Pound Fund, ...					
7	Nazúl Fund, ...					
	(a).—Establishment, de- tailed in column of re- marks, ...					
	(b).—Contingencies, ...					
	(c).—Miscellaneous, ...					
	(d).—Aid to Municipa- lity of, ...					
	Total Nazúl Fund, ...					
8	Charitable Refuge Fund.					
	(a).—Establishment, de- tailed in column of remarks.					
	(b).—Contingencies, ...					
	(c).—In-door relief, ...					
	(d).—Out-door relief, ...					
	Total Charitable Refuge Fund.					
9	Traffic statistics, ...					
10	Nursery gardens, ...					
11	Breeding charges, ...					
12	Observatory, ...					
13	Museum, ...					
14	Library, ...					
15	Horticultural gardens, ...					
16	Sanitation, ...					
17	Public Works by Civil Officers, ...					
	Total of 7, ...					

## Budget—Local Fund.

Number.	Charges.	Actuals of 1872-73.	Estimate of 1873-74.	Estimate of 1874-75.	Explanation of increase and decrease.	Remarks.
	8.—OFFICE RENT.					
1	Office Rent, ... ..					
	9.—PUBLIC WORKS.					
1	Ferry Fund, ... ..					1. Balance of IX.—2 after deducting 7 miscellaneous 8.
2	Road ditto. ... ..					2. II.—1 added to IX.—1.
3	Local Rate Allotment,					These Allotments will be made by the Local Committee at their meeting, in August.
4	Pound Fund, do., ...					
5	Nazul ditto, do., ...					
6	Dispensary ditto, do., ...					
7	King's Hospital do., ...					
8	Charitable Refuge do., ...					
9	Municipal Fund, do., ...					9. Allotment to Pub- lic Works Depart- ment by Municip- ality.
10	Cantonment do., do., ...					10. Allotment to Public Works Department by Cantonment Committee.
	Total of 9, ...					
	10.—REFUNDS.					
	Local Rates and Taxes,					
1	Police Receipts, ...					
2	Education ditto, ...					
3	Miscellaneous ditto, ...					
4	Total of 10, ...					
	11.—MUNICIPAL.					
1	Municipal Fund, ...					Total charges in City Budget, except Allotments to 3, 4, 5 and 9.
	(a).—Lucknow, ...					Total charges in Town Budgets, except Allotments to 3, 4, 5 and 9.
2	(b).—Mulliabab &c., ...					
	Cantonment Fund, ...					Total charges in Can- tonment Budgets, except Allotments to 3, 4, 5 and 9.
	Total of 11, ...					
	Grand Total, ...					

Budget—Local Fund.

## Allotment made by the Chief Commissioner for Public Works 187 -7 .

1	2	3	4	5	6	7	8	9	10	11	12	13
District.	Funds.											
	Provincial. Ferry.	Local Rate.	Road.	Pound.	Nazál.	Cantonment.	Municipal.	Dispensary.	King's Hospital.	Charitable Refuge.	Remarks.	
Lucknow, ...	Under each of these two heads (Provincial and Ferry) a lump sum for the Province will be shown. The allotment to each district will not be made in this Department.						•					
Bára Banki, ...							•					
Unáo, ...												
Sitapur, ...		•				•						
Hardui, ...					•							
Kheri, ...				•								
Fyzabad, ...			•									
Bharaich, ...												
Gonda, ...												
Rái Bareli, ...		•										
Sultánpur, ...		•			•							
Pratábgarh, ...												
Whole province.												

Detail of Ferry Fund,

From Districts, Rs. •

Contribution from N. W. Provinces, „

Total Rs.,

The undersigned is directed to forward the above which has received the sanction of the Chief Commissioner.

LUCKNOW: }  
187 . }

Secy. to the Chief Commissioner, Oudh.

117. The district medical service budget, should be prepared by the Deputy Commissioner in consultation with the civil medical officer. When the district budget has been drawn up the Deputy Commissioner will submit it to the Deputy Surgeon General, by whom the Provincial Budget is compiled. The district Budgets should reach the Deputy Surgeon General on or before the 1st October.

**Budget—Local Funds.**  
Circular 72 of 1874.

117a G.O. 54-875 117b-21 4:33  
118. By a General Order in the Military Department, No. 985, dated 14th October 1867, it was ruled that, on the formation of new Cantonment, or where suitable accommodation is not obtainable in existing Military Stations at reasonable rents, advance would be made by Government, within limits and on conditions specified in the order, to enable officers to erect or purchase houses for their own accommodation.

**Building grants—Rules regarding.**

Finl. Dept. Notn. No. 1680,  
30th June 1870.  
Circular 71 of 1870.

The indulgence authorized in that order was extended by Financial Notification No. 3115 of 20th December 1867, to officers in the civil administration of the Hyderabad Assigned Districts, and afterwards by various orders to officers in the Civil Department generally.

And it was extended further to ministerial officers, whenever the head of a department, after having satisfied himself of the reality of the need, might recommend the advance as an absolute necessity in places where the building of a house must be resorted to from no house being available.

The original order of 14th October 1867, thus extended to the civil department, had authorized conditional advances for the purchase as well as for the building of houses. A subsequent order, however, in the military department, No. 21, dated 6th January 1869, limited the issue of advances thenceforth to those cases in which on the formation of new Cantonments, or where suitable accommodation is not obtainable in existing military stations at reasonable rents, officers desire to erect houses for their accommodation.

The indulgence to officers in the civil department must be similarly limited to those who desire to build houses at places where none are available, or where house-rent is dear.

The advances will be subject to the following conditions:—

I.—All such advances must be *bond fide* required for the purpose of building suitable houses for the personal residence of the officers

Building Grants.

concerned; and if more is advanced than shall be actually expended for the purpose, the surplus shall be refunded to Government.

II.—Such advances shall not in the aggregate exceed six months' salary, and the whole advance must be re-paid in two years.

III.—Recovery will be made by the Treasury Officer or other disbursing officer, deducting monthly instalments equal to one-twenty-fourth part of the advance from the salary bills of the officer concerned.

IV.—In order to secure Government from loss consequent on an officer dying or quitting the service prior to complete re-payment of the advance, the house so built must be mortgaged to Government, by whom the mortgage will be released on the full amount of the advance being liquidated.

V.—An Officer quitting or removed from the station where he has built a house before the whole amount of the advance has been liquidated, will continue liable to the deduction of his monthly instalment until the advance has been re-paid; but with the special sanction of the Local Government he may be allowed to dispose of the house, provided he is thereby enabled to clear off at once the whole amount due; or to transfer it to any officer of his own or higher rank, the future deduction being made from the salary of such Officer.

VI.—An Officer will not, under any circumstances, be allowed a second advance whilst any amount remains due on a previous one.

VII.—Applications for advances must be made through the applicant's departmental superior, who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended in building only, and pledge himself that, should there be any surplus funds after the house is completed, they will be at once refunded to Government.

VIII.—The last pay certificate granted to Officers under advances must specify the original amount of such advance, the amount re-paid and the balance remaining due.

A form of mortgage bond\* will be issued to Officers who may wish

\* See Appendix A. to avail themselves of the advance.

## Appendix A.

## Building Grants.

THIS INDENTURE made the                      day of one thousand eight hundred and seventy                      BETWEEN A. B. of                      a Civil Officer of                      of the one part and the Secretary of State for India in Council of the other part WITNESSETH that under the provisions of the Notification of the Governor General in Council dated the thirtieth day of June one thousand eight hundred and seventy, number 1680, and in consideration of the sum of rupees                      paid to the said A. B. by the Secretary of State in Council the receipt whereof the said A. B. doth hereby acknowledge for the purpose of enabling the said A. B. to defray the expenses of building a suitable house for his own residence in                      he the said A. B. doth hereby for himself his heirs executors and administrators COVENANT with the said Secretary of State in Council and his successors that he the said A. B. his heirs executors or administrators will pay unto the said Secretary of State his successors or assigns the said sum of rupees                      on the                      day of                      next.\* AND THIS INDENTURE ALSO WITNESSETH that for consideration aforesaid he the said A. B. doth hereby convey unto the said Secretary of State his successors and assigns all that dwelling-house lately erected† and built by him the said A. B. in                      being on a parcel of land containing                      more or less and bounded on the north by                      on the south by                      on the east by                      and on the west by                      together with all the out-offices stables cook-rooms and out-buildings of all kinds lately erected‡ or built by the said A. B. and used or intended to be used with said dwelling-house and all the rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises UNTO the Secretary of State his successors and assigns absolutely—as their own property: PROVIDED ALWAYS that if and soon as the said sum of rupees                      shall have been re-paid by the deduction of monthly instalments of the salary of the said A. B. as in the said Notification mentioned or by any other means whatsoever then the said Secretary of State his successors and assigns will at any

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\*Two years from the date of the loan.

† When the house has not yet been erected, or is in course of being built, for "lately erected," say "hereafter to be erected," or "now being erected," as the case may be.

‡ Where the offices, &c., have not yet been erected, or are in course of being built for "lately erected," say "hereafter to be erected," or "now being erected," as the case, may be.

**Building Grants.**

time thereafter upon the request and at the cost of the said A. B. his executors administrators and assigns re-convey the said premises unto the said A. B. his executors administrators and assigns or as he or they shall direct. AND IT IS HEREBY DECLARED that if the said A. B. shall die or quit the service before the said sum of rupees

shall have been fully paid off then and in either of such cases it shall be lawful for the said Secretary of State his successors or assigns to sell the said premises or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances for effectuating any such sale as the said Secretary of State his successors or assigns shall think fit: And it is hereby declared that the receipt of the said Secretary of State his successors or assigns for the purchase-money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom. And it is hereby declared that the said Secretary of State his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power upon trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the said A. B. his executors administrators or assigns. And it is hereby declared that the said Notification shall be deemed and taken to be part of these presents. In witness whereof the said A. B. and C. D. by order of the Governor General of India in Council [or of the Governor of in Council or of the Lieutenant-Governor of or of the Chief Commissioner of

] (on behalf of the said Secretary of State in Council) have hereunto set their hands and seals the day and year first above written.

118A Cr 72.476  
119. The following Resolution of Government in the Home Department, Ecclesiastical, prescribing rules for burial grounds in the diocese of Calcutta, is published for general information:—

*Extract from the Proceedings of the Government of India in the Home Department (Ecclesiastical)—under date Simla, the 8th September 1868, No. 59-512.*

READ again—

\* Ecclesiastical Proceedings, July 1864, No. 9.

The Revised Rules\* for Burial Grounds in the diocese of Calcutta issued on the 4th July 1864.

**Burial Grounds.**

Home Dept. Notn. No. 3959, 15th September 1868.



Read also—

## Burial Grounds.

Communication from the Military Department, No. 199 dated the 10th ultimo, recommending the issue of an order requiring previous notice of an intended burial to be sent to the Chaplain in charge of the burial ground or, in the absence of the Chaplain, to the officer who may be in actual charge.

Letter to the Archdeacon, No. 410 dated the 24th ultimo, forwarding for opinion a draft rule to give effect to the above suggestion.

Letter from the Archdeacon, dated the 10th instant, conveying the Lord Bishop's approval of the rule in question.

RESOLUTION.—A new rule to the above effect should be added as Rule IV to the Revised Burial Ground Rules of July 1864, which will now run as follows :—

### *Rules for Burial Grounds in the Diocese of Calcutta.*

I. The Chaplain of the station has the care of the general cemetery, points out to the proper officer when the walls need repairing, weeds, grass, or jungle clearing away, and the remains of decayed tombs removing. It is his duty to see that the cemetery is kept in proper order. In the absence of the Chaplain, the officer who repairs the walls has the care of the cemetery.

II. The chaukidār in charge is on the church establishment, and is paid by Government through the Chaplain, by whom he is appointed or dismissed.

III. The Chaplain buries Christians of all denominations whose friends desire his services, using always the service of the Church of England. In all military stations a portion of the cemetery is set apart by the orders of Government for the use of Roman Catholic congregations. Also, if there are one or more bodies of Christians at a station not of the Church of England, nor of the Church of Rome, a portion of the ceme-

N. B.—These rules apply, in places where there is no Chaplain, to ministers of the Additional Clergy Society, and to any other clergymen who are appointed to the charge of English congregations, and also receive part of their salary from Government.

**Burial Grounds.**

tery is to be appropriated for their joint use, should they desire it. These portions thus set apart are not to be fenced or walled off from the rest of the cemetery, but simply divided off by a pathway, and are to be added to the existing cemetery, or reserved from it, according as the cemetery has or has not been consecrated according to the rites of the Church of England. The whole cemetery thus divided is to be surrounded by a wall (*see Government Order, Public Works Department 12th April 1861*), to have but one gate of entrance, and to be under the care of the Chaplain for the purposes already specified in Rule I.—(*See letter from Government of India, to Archdeacon, No. 648, dated 4th April 1861.*) The key should be kept by the chaukidár under the Chaplain's direction, that access to the ground may be readily obtained by the several parties concerned.

IV. Ministers of all denominations have a right to conduct the service of burial over the body of any deceased member of their respective congregations who may be buried in any fitting portion of the ground set apart for the denomination to which the deceased belonged. At least six hours previous notice of the burial should be given to the Chaplain in charge of the burial ground, or, in the absence of the Chaplain, to the officer who may be in actual charge. The period herein prescribed may, for special reasons, be shortened with the permission of the Chaplain, or officer in charge of the cemetery. Such Chaplain or officer will, if he think the circumstances of the case demand it, bring the facts to the notice of the local magisterial authorities in time to admit of an order, stopping the burial, being passed if necessary.

V. The Chaplain has the power, with the advice of the Executive Engineer or officer who repairs the walls, to appoint and remove, if necessary, a person as undertaker, who will contract for the digging and filling in of all graves, and building brick or masonry graves up to the level of the ground, at rates to be decided upon by the Chaplain and Executive Officer in conformity with any scale which may already be in use in the regiment at the station.

VI. Till a suitable person can be found to take this office, or during a vacancy in the office, the Executive Engineer or the Magistrate, or other civil officer of the district, is to be asked to appoint some man of his own establishment to take the duty temporarily.

VII. The undertaker shall engage, if the Chaplain think it necessary, to have one or more graves and coffins always ready in case of sudden emergencies, and the graves kept covered by a framework of boards provided from the Executive Engineer's department, and to have the graves dug at least six feet deep where it is practicable. The name and residence of the undertaker and his scale of charges are to be posted up at the entrance of the cemetery for the information of the public. He is to keep a plan of the Church of England portion of the cemetery, with references written upon it to a book in which the names of parties interred are recorded; this plan and book being kept with the church registers.

VIII. Monuments may be erected by any party, with or without the services of the appointed undertaker. The Chaplain must approve of the inscription, and also of the dimensions of any monument to be erected in the Church of England portion of the cemetery. The dimensions must not be so large as to occupy much space. Brick monuments are to be discouraged, as soon coming to decay in this country; stone or even wooden ones are much to be preferred; also pakká monuments over kachchá graves are prohibited, as they almost invariably fall in during some following rainy season. The inscription should be submitted for approval before it is cut, as parties have been known to become liable to great expense by neglecting this precaution.

IX. The Chaplain should communicate with the friends of the deceased when a monument needs repairing; and if it falls into a ruinous condition and no party will undertake to restore it, the ruined monument must be made level with the ground during the next repairs, and any slab it contained must be placed over the grave in simple masonry, or be inserted in the wall, by the Government officer.

X. Every reasonable effort should be made by the Chaplain not only to keep the cemetery in decent order, but to preserve its character as the resting-place of the remains of departed friends, by suggesting appropriate designs for monuments, and by planting the ground with suitable trees.

XI. The cemetery should be inspected once in a half-year by the Chaplain in company with the Executive Engineer, the plan and book

**Burial Grounds.**

kept by the undertaker being also examined, and a report made to the Archdeacon, and recorded in the Ecclesiastical Record Book of the station, and also in the Engineer's Office.

XII. It is desirable that officers commanding regiments or detachments should be instructed to cause a report to be made to the nearest civil officer of graves dug for soldiers on march, that measures may be taken for their effectual protection and preservation.

XIII. At stations where there is no chaplain or other clergyman in the pay of Government, the Magistrate or Deputy Commissioner, and, at out-stations, any subordinate officer to be nominated by him, will have charge of the cemetery, and see that it is kept in proper order and repair.

XIV. The chaukidār of the cemetery in such stations will be appointed or dismissed by the officer in charge, and will be paid by the Government through him.

XV. The chaukidār will keep the key of the cemetery under the direction of the officer in charge.

XVI. The officer in charge of the cemetery will perform all the duties assigned to the Chaplain by Rules IV., V., VI., VII., VIII., and IX., with the exception of the approval of the inscriptions, which are to be forwarded to the Archdeacon, and not cut till his sanction is obtained.

XVII. Commissioners of divisions should inspect cemeteries thus placed under the care of Magistrates or Deputy Commissioners in the course of their annual tours, and should bring to the notice of the local government any instances of cemeteries which are negligently kept, or which the officers in charge may have allowed to fall into a state of bad repair or disorder. These cemeteries are however, as much subject to the visitations and supervision of the Bishop and Archdeacon as those at military and other stations to which Chaplains and Ministers in the pay of Government are appointed.

XVIII. Commissioners are also authorized to visit cemeteries under the care of Chaplains and other ministers, to make suggestions to the clergymen in charge, and, if deemed necessary, to report to the Archdeacon regarding their condition.

Burial Grounds.

XIX. The above rules do not apply to the presidency cemeteries, which have rules of their own.

120. In forwarding for your information the enclosed copy of a Resolution of the Financial Department, No. 364, dated 13th May last, ruling that fees for masonry graves shall be credited to Provincial Services, I am directed to state that the Governor General in Council has been pleased to make over cemeteries and all charges connected with them to the Local Governments on the conditions prescribed in the Resolution of the 14th December 1870, as regards Jails, Police, and Education. The Financial Department will assign to each Local Government the aggregate of the present net grant now made to it on this account, after which any further increase of charge would, as in the three services above mentioned, be defrayed from provincial allotments.

Letter No. 358 from Secy. to Govt. of India to Chief Comr., 14th October 1871.

II. All fees levied for masonry graves and for cemetery monuments, and all other receipts from cemeteries, will now be placed at the disposal of the Provincial Governments, who will take them as an asset simply and in the gross, and will provide *per contra* in their budgets under the heads "Department Public Works" and "Civil" (Ecclesiastical) respectively for such repairs as are to be done by the Public Works Department, and such as are to be done by the Chaplains or other officers in charge of cemeteries as laid down in the Resolution of the Financial Department, No. 3015 dated 3rd September 1870.

III. I am to add that all charges for clearing jungle and grass in these cemeteries should be defrayed from the provincial services in the same way as the cost of repairing walls, gates, &c. of burial grounds.

121. In settling the Public Works portion of the allotment for provincial services, *gross* grant for 1870-71 was taken as the basis of the allotment and not a *net* grant, *i. e.*, after deducting Public Works receipts; accordingly Public Works receipts will continue, until further orders, to be credited to the general revenues, and not to provincial services.

Finl. Dept. Res. No. 364, 13th May 1871.

**Burial Grounds.**

In this instance, however, the fees, which it is proposed to make over to provincial services, have not been treated, hitherto, as Public Works receipts, and they may, therefore, be made over to provincial services.

ORDER—Ordered, that a copy of the above be sent to the Public Works Department for information and further orders; to the Home Department for information; and to the Comptroller General and the several Accountants General and Deputy Accountants General in independent charge for information and guidance.

Letter from Under Secy.  
to Govt. Home Dept. No.  
215, 8th July 1872.

122. The Lord Bishop of Calcutta having brought to notice that difficulty is occasionally experienced by Chaplains in collecting fees, under existing rules, on monuments and masonry graves, the Governor General in Council considers that in all cases where such difficulty arises the duty of collection should be made over by the Chaplain to the Magistrate or Deputy Commissioner in charge of the district in which the burial ground may be situated; and I am to request that your instructions may be issued to district officers accordingly.

*From the Ven'ble J. Baly, Archdeacon of Calcutta, to H. L. Dampier, Esq., Offg. Secy. to the Government of India, dated Calcutta, the 17th January 1873.*

**PRIVATE RIGHTS IN—**

123. I have the honor to request the instruction of Government on the following questions:

May a person purchase by the payment of a fee a portion of ground in a Government cemetery as a burial place for himself and his family, which he has the right to fence in with a rail or wall, and which in point of fact becomes the private property of himself and his family?

If this right be granted, what extent of ground may be so reserved, and what fee should be charged?

This question has been referred to me, and as there is no rule upon it, I have desired the instruction of Government. It would seem unnecessary, considering the frequent changes of residence in India, and impossibility under ordinary circumstances of interring elsewhere than in the place of death, to encourage a practice, by which, perhaps a considerable portion of the cemetery ground, although left unoccupied, might be taken from public use.

*From H. Wellesley, Esquire, Officiating Under-Secretary to the Government of India, to the Ven'ble the Archdeacon of Calcutta, Fort William, the 11th February 1873, No. 58.*

**Burial Grounds.**

I am directed to acknowledge the receipt of your letter No. 44, dated the 17th ultimo, on the subject of private rights of individuals in certain portions of ground in Government cemeteries.

II.—The grant of such rights is opposed to the spirit of the existing rules, and the reasons advanced by you for discouraging the practice are valid. At the same time, where such rights already exist, there appears no reason for interfering with them.

III.—It is possible that special cases may also arise, in future; which should be exceptionally treated.

IV.—In such cases you might exercise your discretion with the sanction of the Local Government. But it should be distinctly understood that, whether granted hereafter or now ~~existent~~, all private rights must cease, if for sanitary or other public reasons, the cemetery is closed against burials, or even the portion of the cemetery in which the private ground is situated.

NOTE.—The scale of fees for graves and monuments will be found under the head "Ecclesiastical."

124. The Deputy Commissioner and his First Assistant, not to be in camp at the same time.

**Camp.**  
Circular 13 of 1862.

125. An officer in camp shall only be entitled to charge to Government the cost of carrying one office tent for himself, one tent for his native establishment while engaged in official work, one tent for chaprassies, and one for his police guard in cases where he is entitled to a guard. The carriage of private tents should be paid for by the officer himself, and if the Government tents be used for private purposes, the officer should pay the cost of carriage. The travelling allowance paid by Government to civil officers is intended to cover expenses of this character.

**Camp Equipage.**  
SAVING IN CARRIAGE.  
Home Dept. Res. No. 1866  
22nd December 1869.

126. A Government tent has recently been destroyed under the following circumstances. The officer who had the use of the tent, one night had a stove in it; early the next morning a fire broke out and the tent was burnt down. The Chief Commissioner is of opinion that any officer who makes use of a stove for his own private comfort whilst

Circular 9 of 1874.

**Camp Equipage.**

occupying a Government tent, must be held responsible for the results. In future should a tent be burnt down under similar circumstances, the officer in whose charge it may be, will be expected to provide a new one at his own expense.

127. No scale is laid down for the Judicial Commissioner, who can apply for sanction for what he may require.

128. The following is the allowance for Commissioners:—

Two double-poled tents.

One shemiána,

Four páls.

and carriage, 4 four-bullock carts or 16 camels.

Four extra classies are allowed in camp.

129. The following is the allowance for a district:—

Seven single-poled tents.

One shemiána.

Five páls.

the distribution will be as follows:—

Circular 72 of 1867.

Deputy Commissioner,	.. {	Two tents. One shemiána. Two páls.
District Superintendent,	.. {	Two tents. One pál.
The Assistant Commissioner who may be in camp.	{	Two tents. One pál
Health Officer.	{	One tent, One pál.

The carriage allowed is as follows:—

Deputy Commissioner,	.. {	3 Four-bullock carts or 12 camels.
District Superintendent or Assist- ant Commissioner,	.. {	2 Four-bullock carts or 8 camels.
Health Officer,	.. {	1 Four-bullock cart or 4 camels.

Two extra classies are allowed in camp, to each of the above officers.



130. Settlement officers are allowed camp equipage as Deputy Commissioners. **Camp Equipage.**

131. Assistant Settlement Officers as Assistant Commissioners. **Circular 114 of 1867.**

132. Extra Assistant Commissioners employed in settlement are allowed—

One hill tent.

One pāl.

and carriage, 1 four-bullock cart or four camels.

One classie is allowed in camp.

133. Sadr munsarims are allowed—

One bechoba 12 feet square, and carriage, 1 two-bullock cart or two camels.

One classie is allowed in camp.

134. The Inspector General of Police is allowed camp equipage as a Deputy Commissioner, but with four pāls and an extra camel. **C. C.'s No. 1147, 30th March 1868.**

135. The Sanitary Commissioner is allowed the camp equipage of a Deputy Commissioner. **C. C.'s No. 4434, 17th December 1867.**

136. The Director of Public Instruction is allowed— **C. C.'s No. 2202, 12th September 1864.**

Two single-poled tents.

Two pāls.

with the carriage and classies of an Assistant Commissioner, and an extra camel.

137. A necessary tent is allowed to each tent. *137th Aug 56 of 75.*

138. Assistant Commissioners and European Extra Assistant Commissioners are required to keep up diaries while on tour in the interior of districts.

Diaries of tours.

**Camp.**  
**Diaries to be kept up**  
**by Asst. Comrs. in—**  
**Panjab standing order.**

Ordinarily the Deputy Commissioner is to arrange what parts of the district the Assistant is to visit, and the subjects to which his enquiries are more especially to be directed.  
**No. XXXIII of 1858.**  
**No. CI of 1869.**

Camp.

The diary must be written up on the spot from day to day, or at very short intervals during the tour, and must not take the shape of a report or narrative at the end of the tour. The order will therefore be chronological, and not by subjects.

The Assistant should in these tours ascertain and record how the orders of Government in the different departments No. XXXIII of 1858. have been carried out by the Mofussil subordinates, what improvements can be suggested with advantage, how any existing evils can be remedied, and generally all matters affecting the well-being of the district. Of these none can be more important than the ascertainment of the character generally borne by the native officials of Government, for which purpose the Assistant should make occasional detours unaccompanied by Government Officials. It is only by coming suddenly and unexpectedly to a locality that the normal state of affairs can be detected. The Assistants should be freely accessible to all classes and all persons without distinction.

The diary should have a wide margin for the remarks and orders of higher authorities.

In reporting upon lines of road, it should be noted whether the annual repairs made by the Tahsildárs are effective, whether encamping grounds are clear, whether saráis are kept in proper order, and whether the arrangements for supplies are satisfactory.

Regarding towns generally, it should be stated whether they are flourishing or in decay, and the causes in each case.

The books and accounts kept up at tahsils should be inspected, and any defects noted.

The tahsíl chaprásís should be looked to, and any defects in their dress and equipments noticed.

The state of tahsils, schools and all public buildings should be examined and reported.

The state of the harvest should always be carefully enquired into and recorded.

Works for which takávi advances have been given should be inspected, and the progress recorded. Government and municipal works in progress should likewise be inspected and reported on. The Assistant should supply himself with a list of all such works in his line of march.

Plantations, whether belonging to Government or to private parties should be reported on.

Camp.

Regarding patwáris, the following points should be noted :—

Do they reside in their circles ?

Is their girdáwarí or annual inspection actually made in the field, and, if so, where are the rough notes they made at the time ?

Does the patwáris give receipts at the time money is paid, and in proper form ?

Is his roznámcha properly kept up ?

Are all orders properly recorded therein ?

A list of changes and mutations which have been authorized in the villages should be at hand, and the entries in the patwáris books tested thereby.

The Assistant should test the jamabandis in the field, and carry out, under his own supervision, a few cases of partition and alluvion and diluvion.

Other matters of a general character that may be noted in diaries are—

Education.

Vaccination.

Improvement in the breed of cattle.

New products.

Irrigation.

Trade.

Archæology.

Commissioners are required to submit to the Financial Commissioner, at the end of the marching season, a return showing the names of Assistants who have made tours, and of those who have not. The reasons in the latter case are to be stated. The return should be rendered by the 15th of April. The Commissioner is to record his opinion as to the manner in which the Assistant has acquitted himself.

Camp.

Diaries deserving of particular notice are to be transmitted in original for the perusal of the Financial Commissioner, who will send on to Government those that may in his opinion be deserving of special commendation. All diaries are to be submitted to the Deputy Commissioner and Commissioner for inspection, but only those of a special character are to be sent to the Financial Commissioner.

The *abstracts* of Diaries, prescribed by Circular Nos. 37-73 of 5th November 1864, are no longer required. The diaries themselves will ordinarily be sufficient, but in order that they may receive proper attention, it is necessary that they should not be too diffuse.

All unnecessary discussions on theoretical subjects and remarks on the ordinary incidents of travelling should be avoided.

Senior Assistants, who have held charge of a district, may, with the sanction of the Commissioner, be exempted from keeping up diaries.

It is the duty of Commissioners to see that all Assistants in turn, have an opportunity of visiting the interior of their districts. Where the charge of treasury or other special duty prevents the Assistant from leaving head-quarters, an endeavour should be made to relieve him of such duties for a time.

Circular 87 of 1873.

139. The Chief Commissioner is of opinion that the above order requiring diaries to be kept up is a good one, and by keeping before the Assistant Commissioner all the various subjects with which a district officer must be acquainted, it will tend to make him feel more at home when he is placed in charge of a district. They will, moreover, be most valuable in giving his superior officers an insight into his character, habits of observation, &c.

II. The diary should be written on foolscap paper, and half the sheet should be left as a margin, for the remarks of the Commissioner and Deputy Commissioner.

III. The Assistant Commissioner, or Extra Assistant Commissioner, should note the state of the tahsils and thanahs that he may visit, and bring to notice all irregularities that he may have observed; he should note the state of the crops, whether land is being brought under or thrown out of cultivation, how any public works that he may come across are progressing, the attendance, &c., at the schools he visits, and generally whatever he considers worthy of notice.

140. I am directed to forward for information the accompanying copy of a despatch from Her Majesty's Secretary of State, No. 80, dated the 28th ultimo, and of its enclosure, relative to the difficulty which has arisen in determining the ages of candidates for the civil service who are natives of India, and to request that the course suggested by Her Majesty's Commissioners, may be adopted, namely, that each native candidate may, under such rules as the Local Governments and Administrations think necessary, be furnished with a certificate by the Government of the Presidency or Province in which he may be residing that he is within the prescribed limits of age.

Candidates.  
Certificate of age of native—for Civil Service.  
Secy. to Home Dep. No. 4120, 9th September 1870, to C. C.

II. I am also to request that the Secretary of State's despatch and enclosure may be published for general information.

*Public.*

INDIA OFFICE;

No. 80.

London, the 28th July 1870.

*To His Excellency the Right Hon'ble the Governor General of India in Council.*

MY LORD,—I forward herewith an extract of a letter\* from Her Majesty's Civil Service Commissioners, relative to the difficulty which has arisen in determining the ages of candidates for the civil service who are natives of India, and I desire that the suggestion of the Commissioners may be acted on, that each native candidate shall be required to produce a certificate from the Chief Authorities of his Presidency that he is within the prescribed limits of age.

2. I desire that due notice of this rule shall be given to all the Governments and to the general population of India.

I have, &c.,

(Sd.) ARGYLL.

*Extract of a letter from the Civil Service Commissioners, to the Under Secretary of State for India,—dated the 8th July 1870.*

Para. 5.—The Commissioners take this opportunity of adverting to the great difficulty which has on several occasions arisen, and will probably arise again, in determining the ages of candidates who are natives

Candidates. of India. They think that such questions can rarely be decided in a satisfactory manner except in India itself, and they would suggest, for the consideration of the Secretary of State, whether it might not be desirable to require every native candidate to produce a certificate from the Chief Authorities of his Presidency that he was within the prescribed limits. If His Grace should approve this suggestion, it would be necessary to add to the Regulations a note to the following effect :—" All candidates born in British India must produce certificates from the Government of India, or of any Presidency in which they may have resided, that they are within the prescribed limits of age."

Circular 83 of 1871.

141. I. Candidates in Oudh for admission to compete in England for the India civil service are required, before leaving India, to obtain a certificate of age signed by the Secretary to the Chief Commissioner.

II.—In order to obtain a certificate, candidates are required to prove the date of their birth before the Deputy Commissioner of the District in which the candidate's family resides.

III.—Candidates will signify their desire to compete, not less than three months before the date on which they propose to go to England, to the Secretary to the Chief Commissioner, who will then forward each application for the purpose of enquiry to the Deputy Commissioner to whose district it belongs.

IV.—The Deputy Commissioner will call upon the candidate to appear and give evidence of the date of his birth within one month. He will carefully examine into the value of the evidence given, and forward a summary of it, with certified copies of all documents tendered, and with his comments and opinion, to the Secretary to the Chief Commissioner.

V.—The documentary evidence which the candidates may be expected to produce comprises—

(a.)—The horoscope.

(b.)—Family books.

(c.)—Tradesmen's account books showing entries relating to the birth.

(d.)—The record of admission in the registers of the school in which the candidate was educated, and the record of the candidate's age at various periodical school examinations.

Candidates.

(e.)—If the candidate is matriculated, a certified copy of his application to the Registrar in form A.

(f.)—Oral testimony of persons acquainted with the candidate's family and others will also be taken, and the candidate is required to comply, to the best of his power, with any requisition the Deputy Commissioner may make in order to clear up any doubt as to the purport of the documentary proofs.

VI.—If the Secretary shall be satisfied by the papers submitted by the Deputy Commissioner that the candidate has stated the date of his birth correctly, he will issue a certificate declaring that the candidate has submitted the proofs of his birth to the Deputy Commissioner of the \_\_\_\_\_ district, and has satisfied him that he was actually born on or about the date stated by him, viz, the \_\_\_\_\_ day of \_\_\_\_\_ 18\_\_\_\_.

VII.—If the Secretary finds reason to doubt that the candidate was born on the day asserted by him, the certificate will be refused, and the candidate will be unable to obtain admission to the competitive examination for the Indian Civil Service.

VIII.—Where the date of a birth has been formally registered in a register kept by any public officer, an extract from the register duly certified by the proper official shall be accepted as sufficient proof of the date of the birth.

IX.—Any declaration of age made after the application of these rules on occasion of seeking admission to any university examination, educational institution, or Government office, or otherwise recorded in a formal and deliberate manner, will be taken as conclusive evidence in disproof of the subsequent assertion by the same person that he is of different age to that so declared, or recorded.

Candidates.

## FORM A.

(MATRICULATION)

TO THE REGISTRAR OF THE UNIVERSITY OF

SIR,

I request permission to present myself at the ensuing Matriculation Examination of the *University of*

I wish to be examined in the English and the \_\_\_\_\_ languages.

I am, Sir,

Your most obedient servant,

(Name with surname in the English and vernacular characters) } \_\_\_\_\_

Birth-place .. { Village \_\_\_\_\_  
Taluka \_\_\_\_\_  
Zilla \_\_\_\_\_

Birth-day .. { According to Christian \_\_\_\_\_  
or Native Chronology \_\_\_\_\_

Father's .. { Name \_\_\_\_\_  
Occupation \_\_\_\_\_

(Race and religion) \_\_\_\_\_

(Where educated) \_\_\_\_\_

(Date of Application) { Enter place \_\_\_\_\_  
Enter day and year \_\_\_\_\_

I CERTIFY that \_\_\_\_\_  
has been (in my school) or (under my tuition) from \_\_\_\_\_  
to \_\_\_\_\_ and that I assent to the above application.

Signature of Applicant's last school-master or teacher. } \_\_\_\_\_

Date { Enter place \_\_\_\_\_  
Enter day and year \_\_\_\_\_

N. B.—If the period of school attendance or tuition named in the certificate be less than eight months, the applicant must also forward another certificate or other certificates signed by his last previous instructor or instructors, so as to cover altogether a period of not less than eight months.



When a student has been attending both a public school and a private teacher at the same time, the certificate of the master of the former will be required.

Candidates.

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CERTIFICATE OF MORAL CHARACTER.

(To be signed by a person of known respectability.)

I CERTIFY that I have known \_\_\_\_\_  
for \_\_\_\_\_ years, and believe him to be a person of good moral  
character.

(Signed) \_\_\_\_\_

(Date) .. { (Enter place) \_\_\_\_\_  
(Enter day and year) \_\_\_\_\_

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CERTIFICATE OF AGE.

(To be signed by a person of known respectability.)

I CERTIFY that I have known the family of the above  
\_\_\_\_\_

for \_\_\_\_\_ years; and that, to the best of my knowledge and  
belief he has completed his sixteenth year, or will have completed his  
sixteenth year before the commencement of the ensuing Matriculation  
Examination.

(Signed) \_\_\_\_\_

(Date) .. { (Enter place) \_\_\_\_\_  
(Enter day and year) \_\_\_\_\_

**Candidates.**

FOR CALCUTTA UNIVERSITY.

Letter from Secretary of  
State No. 40, 28th April  
1870.

142. I have only now to desire that your Excellency in Council will request the university and college authorities to use strict precautions for preventing the possibility of any misunderstanding on the part of native candidates for the university, as to the right interpretation of its rule regarding the age of admission, namely, that a candidate must have completed sixteen years from the date of birth to be eligible in respect of age for admission to the university. The same authorities should further be requested to take care that none be admitted without having first furnished clear proof of having completed such term of life.

Your Excellency in Council will, at the same time, take such measures as you deem fit for promulgating, as far as practicable, among the natives generally, in the territories under your control, a distinct understanding in the above sense, as to the rule in question.

FOR PUBLIC SERVICE.

Circular 44 of 1870.

143. Director of Public Instruction is to keep up lists of pupils who have passed in the highest class examination in zillah and town schools and to assist officers to select from these lists suitable men to fill vacancies.

**Canning College.**

Circulars 6 and 38 of 1865.

144. The t'alukdars having come to a resolution that their subscriptions to the Canning College, being eight annas per cent on their revenue payable to Government, should be collected with the revenue, the Chief Commissioner authorizes Deputy Commissioners to collect and transmit the subscriptions to the Commissioner of Lucknow, the president of the college.

**Carriage for Troops.**

145. Carriage can only be seized under the provisions of the Regulation XI of 1806, for troops on the march.

Circular 28 of 1863.

146. Carriage is not to be seized for the commissariat in ordinary time of peace.

Circular 95 of 1865.

147. Commissariat officers bound to take steps to obtain sums due from the troops on account of carriage when applied to by the civil officer furnishing it. They are not to content themselves with merely paying what is due from the Government, (Military Secretary to the Government of India to the Quarter Master General of the Army, No. 729, dated 17th November 1865: No. 733, same date, to Chief Commissioner, Oudh.)

148. The following are the rules for supplying troops with carriage :—

I.—When a regiment or detachment is about to march, not less than fifteen days' notice is to be given to the district officer, with a full detail of the quantity of carriage required. Carriage is not to be supplied by the district officer, except on a regular indent countersigned by the commanding officer.

II. The indent for the carriage required for that portion of the men's baggage for the conveyance of which Government is responsible, must be invariably distinct from the indent for the carriage required for the rest of the men's baggage, and for that of the officers. Each indent must state distinctly whether the charges for the carriage indented for will be paid by the State or by the troops themselves, so that there may be no question as to the quarter from which payment is to be claimed. The indenting officer is personally responsible for not entering in the indent for carriage, the charges of which are debitable to the State, any carriage not properly so chargeable.

III.—The district officer shall make arrangements for the supply of carriage with chaudhris or contractors, who shall be responsible for its proper quality, and for the good conduct of the parties in charge of it. The chaudhris shall make their own arrangements in regard to fees, which shall, however, in no case exceed one anna per rupee, and shall not be claimable from the hirer, and they shall not be allowed to use badges or other signs of office, or to seize carriage. They should be, as much as possible, the representative men of the classes who nominate them, and interference in their nomination or deposition should be avoided as much as possible.

IV.—The district officer shall also arrange for the relief of the carriage at suitable distances where carriage is obtainable, and shall furnish to the officer, through whom the relief is to be procured, a copy of the indent received from the commanding officer, informing at the same time the Commissioner of the division, whose duty it will be to see that the carriage is duly relieved.

V.—A uniform rate of seven annas a day\* for each bullock employed, shall be charged in all divisions except that of Kumaon, to

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\* This applies only to carriage engaged for troops. It does not apply to carriage engaged by officers when on tour in the interior of their districts, who are at liberty to make their own arrangements with the chaudhris at the prevailing market-rate.

**Carriage for Troops.** be calculated from the date on which the carriage is taken up to the date of discharge, both inclusive. There will be no charge for return hire, and full hire will be charged for halts.

VI.—The commanding officer of the troops will be responsible that half the hire is paid in advance, and that the balance is made good on arrival at the destination of the troops, or when the carriage is relieved. He will also be responsible that the carriage is not overladen, that the animals are not overdriven, and that the parties in charge are properly treated.

VII.—If the commanding officer has reason to be dissatisfied with the way in which the engagement has been executed, he should complain at once on arrival at a station to the collector, who will have the case immediately inquired into in presence of both parties, and his decision shall be enforced.

VIII.—District officers will be responsible to Government that the engagements regarding carriage are fairly adhered to; and that, failing this, after they have ascertained the merits of the case, the matter is promptly reported to superior authority. They will also be responsible that tables showing the rates of hire, with the proper weight of loads, are made known to the commanding officer when the carriage is supplied.

IX.—When necessary, the district officer will advance half hire on engaging carriage, to be recovered from the commanding officer, but beyond making the advances, the district officer is not authorized to make any final payment or adjustment.

X.—A parwána in English, Urdú, and Hindí, signed and sealed by the district officer, is to be given to each person in charge of carriage. The carriage, protected by this document, shall not be liable to seizure on the way homê for the use of troops, unless they are marching in the direction of the owner's house.

XI.—The subjoined table shows the utmost weight of baggage for which carriage will be furnished on indent on the responsibility of the civil authorities:—

## RANK, &amp;c.

	Service equipment, exclusive of camp equipage.	On occasion of ordinary relief, &c., weight of camp equipage not supplied by Government inclusive.
	<i>Mds.</i>	<i>Mds.</i>
Colonels, ... ..	40	134
Lieutenant Colonels, ... ..	25	104
Majors and those of equal rank, ... ..	10	76
Captains, ... ..	5	86
Surgeons and those of equal rank, ... ..	5	48
Subalterns, ... ..	3½	66
Assistant Surgeons and Veterinary Surgeons, ... ..	1½	38
Warrant Officers, ... ..	1½	23
Native Commissioned Officers, ... ..	2½	5
Regimental Sergeant Majors and Quarter Master Sergeants, ... ..	1½	18
Havildars and Native Doctors, ... ..	½	1
Non-commissioned officers and soldiers, European Troops, ... ..	0	½
Christian Drummers and Buglers, married, ... ..	0	½
Naicks, Drummers, Sepoys, ... ..	0	½
Band Property, ... ..	0	36
Adjutant's Office, ... ..	0	18
Quarter Master's Office, ... ..	0	5
Pay Masters, Her Majesty's Regiments, ... ..	0	10
Regimental Forge, ... ..	0	18
"    Treasure Chest, ... ..	0	18
Mess Property, European Regiment, ... ..	0	352
"    Native Regiment, ... ..	0	168
"    Troop or Company of Artillery or detachment of recruits having an established mess, ... ..	0	66
Mess Property, Sergeants, European Regiment, ... ..	0	10
Additional for each officer present, ... ..	4	5
BAZAARS.		
Per Troop or Company, European or Native Cavalry, Infantry, Sappers, or Reserve Company of Artillery, ... ..	0	5
A Troop of European Horse Artillery, ... ..	0	10
"    Native Horse Artillery, ... ..	0	12
A Company of European Foot Artillery with Battery, ... ..	0	7
A Company of Native Foot Artillery with Battery, ... ..	0	10

The above rules, in so far as they relate to military officers, have been approved by the Supreme Government.

149. Under Section 8 of Regulation XI of 1806, the Police are to assist travellers with carriage, and they may, in certain circumstances, seize carriage, which is usually or occasionally let for hire, for the use of travellers, but not of residents. For further instructions, see *Daks, Police Manual*.

Carriage generally.  
Circular 25 of 1862.

277  
Certificates to Subordinates.

Home Dept. letter No.  
2784, 15th June 1869.

150. Assistance may be given to commissariat officers, civil officers, and private parties in procuring carriage, but no seizure is allowed.

151. "The Governor General in Council has recently had under consideration a case in which a public officer, the head of a department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may obviously be injurious to the interests of the public service, I am, therefore, directed to draw attention to the subject, and to request the issue of orders to all public officers, warning them to be careful in giving certificates to their subordinates, to state the whole truth in respect of character and cause of dismissal or resignation of appointment."

Circular 12 of 1870.

152. No one but the head of the office shall give testimonials to the character, conduct, and efficiency of his subordinates.

Circular 48 of 1873.

153. Praise or blame should be recorded in the official character book; and, as a general rule, no entry should be made in that book except by the head of the office. But in some cases the head of the office may permit the remarks of a subordinate officer to be entered in the character book:—for example, an officer in charge of the treasury may have better opportunities than the Deputy Commissioner of knowing the qualifications of a treasury clerk, or a Deputy Commissioner may have seen little of the work of a Court Munshee; in such cases the Deputy Commissioner may specially authorize the Assistant Commissioner or Extra Assistant Commissioner to record his opinion in the character book.

154. The practice of giving testimonials must be discontinued; extracts from the character book may be given to the officials concerned, but no other certificates are required.

Chairs.  
Circular 42 of 1866.

155. Lists of persons entitled to chairs are to be kept in every district, and if, for any reason, the Commissioner or Deputy Commissioner should exclude such a person from the privilege of interviews, an immediate report is to be made for the information of the Chief Commissioner and the Judicial Commissioner, the object being that they shall not receive them without duly considering the case.

Chaprasis.  
Circular 5 of 1866.

156. Allowed half pay while sick in hospital, or receiving medical aid as out-door patients of the hospital of the station in which they are serving. (Proceedings, Financial Department, dated 26th January 1860.)

157. In this province liveries will be supplied only to the messengers on the following establishments :—

The staff of the Chief Commissioner.

The Judicial Commissioner.

The belt and badge ordinarily worn by peons are not included in the term livery.

158. A character book is to be kept in the office of each officer having a ministerial establishment. Each individual should have a separate page in the following form. Officers should be careful to fill up these books at all times, but especially before making over charge of their offices to another. Superior officers, in the course of their inspections, should see that these books are properly kept up :—

Name of officer \_\_\_\_\_

Son of \_\_\_\_\_

Caste \_\_\_\_\_

Resident of \_\_\_\_\_ Parganah \_\_\_\_\_ District \_\_\_\_\_

*Detail of previous service.*

Nature of appointment.	Date of appointment.	Date of removal.	Cause of removal.
_____	_____	_____	_____

*Present appointment.*

*Detail of property, and where situated.*

*Name of relations holding appointments.*

Name of relation.	Nature of relationship.	Appointment held with district, &c.
_____	_____	_____

*Detail of leave.*

Formal praise.	Formal blame.
_____	_____

**Chaukidár.**  
Circular 49 of 1865.

159. One chaukidár on five rupees a month is allowed for each Commissioner's cutcherry.

**Children.**  
Circular 39 of 1865.

160. The following are the instructions for dealing with destitute children :—

Foundlings and the friendless children of female prisoners should be made over to some orphanage when they attain the age of two years. Two rupees each per mensem may be paid for their maintenance, as allowed in Government Order, No. 2811, dated 7th December 1864, and No. 3951½, dated 24th December 1864.

**Cholera.**  
Circular 115 of 1867.  
Circular 117 of 1864.

161. An outbreak of cholera is to be reported to the Secretary to the Chief Commissioner, to the Sanitary Commissioner, to the Commissioner, and to the Deputy Commissioners of districts adjoining. If the district is conterminous with the North-Western Provinces, similar reports are to be made to the collectors of the districts adjoining. Reports are also to be sent to the officer commanding the nearest military station, and to the Deputy Assistant Quarter Master General at Lucknow. These reports are, however, only to be sent when the outbreak is serious.

Circular 27 of 1868.

162. Ordinarily the presence of cholera, or other epidemic disease, will be reported weekly for the information of the Chief Commissioner direct to the Inspector General of Police, in the following form :—

*Memo. showing number of deaths from Cholera in the Rái Bareli district during the week ending the 25th April 1868, forwarded in accordance with Police Memo. No. 35 of 1868, for the information of the Chief Commissioner.*

Police Station.	Village.	Number of persons attacked.	Number of deaths.	Date of death.	Distance from Sadr.	Direction from Sadr.	Remarks.
Gárbakalganj.	Deogson.	4	2	20th April.	20 Miles.	West.	1 Attacked on 17th April 1868. 2 " " " 1 " " "



*Memo. showing number of deaths from cholera in the \_\_\_\_\_  
District, during the week ending \_\_\_\_\_*

Police station.	Village.	Number of persons attacked.	Number of deaths.	Date of death.	Distance from sadr.	Direction from sadr.	Nature of disease.			Remarks.
							Endemic.	Epidemic.	Choleraic diarrhoea.	

• 164. For general instructions to deal with the disease so as to prevent its spreading.—See *Public Health*.

166. To be issued to all offices as directed under the head of "books of reference."

167. Each officer is responsible that the file of circulars of his own court is complete, and Commissioners, when inspecting Deputy Commissioners' offices, are to see that the circulars are complete in each court.

**Circulars.**

Circular 9 of 1868.

168. Each European officer in the commission is to be supplied with a copy of the Chief Commissioner's circulars for his own private use.

*Ibid.*

169. Native officers are to be supplied with copies of such as it may be found necessary to translate. Those who understand English can have the circulars in English if they please.

*Ibid.*

170. It is the duty of the Superintendent of the Chief Commissioner's office to supply the Chief Commissioner's circulars, and of the Registrar of the Judicial Commissioner's office to supply his circulars.

**Civil Station.**

Circular 81 of 1863.

171. When officers build on Government land, they must pay rent for it at the rate of four rupees an acre. This rent will be credited to the nazul fund.

Circular 58 of 1863.

172. Where they build on land which is private property, they must make their own arrangements with the owner.

**Commissioners.**

Govt. letter of 4th Feby. 1856.

173. Commissioners are responsible for the entire civil executive administration within their divisions. They are expected to keep a close supervision over all the proceedings of the Deputy Commissioners. The Deputy Commissioner is bound to report to the Commissioner all matters of importance.

Circular 69 of 1864.

*Ibid.*

Circular 54 of 1867.

174. Commissioners are superintendents of police within their divisions.

175. The powers of Commissioners in the Judicial and Revenue Departments are to be found in the Acts referring to them, and in the Judicial and Revenue circulars.

Circular 86 of 1859.

176. When the Chief Commissioner has sanctioned the institution or defence of a suit to which Government is a party, the Commissioner may sanction the necessary charges for carrying on the suit. He may also sanction payments in consequence of a decree of court.

Circular 37 of 1868.

177. The sanction of the Commissioner is required to institute or defend suits by municipal committees within his division.

**PUBLIC WORKS CODE.**

178. In the Public Works Department, Commissioners may sanction :—

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5a. The Commissioner can sanction contingent expenditure up to a limit of Rs. 100.

*From imperial funds,—*

For any one work, new, additions, or repairs, Rs. 500.

*From local funds,—*

If provided for in the budget, on account of one work, Rs. 1,000.

If not in the budget, Rs. 500.

In this latter case the Commissioner may provide the money by a transfer from any work provided for in the budget at a less cost than Rs. 1,000, unless the Chief Commissioner shall have given special sanction to the items.

179. The Commissioner of Lucknow is visitor of the Central Jail. All Commissioners are responsible for the administration of all other jails within their divisions.

180. The Commissioner of Lucknow is a visitor of the Lunatic Asylum.

181. The sanction of the Commissioner is required to the appointment or dismissal of all ministerial officers drawing Rs. 30 per mensem or upwards.

182. Appeal from the executive orders of Deputy Commissioners or Settlement Officers lie to the Commissioner.

183. Commissioners are appointed presidents of all educational committees within their divisions, and are expected to do all in their power to encourage and develop education. The Commissioner of Lucknow is President of the Canning College and Superintendent of the Wards Institution.

184. Officers of Government may hold shares in any joint stock company, provided they take no part in the management, and are not employed in the district where the operations of the company are carried on.

185. The following observations and rules for the conservancy of villages, drawn up by the Government North-Western Provinces, are published for information and guidance

## Conservancy

186. In causing these rules to be observed, Deputy Commissioners, while using all their legitimate influence, will take care not to step beyond the provisions of the law. At present this is contained in Chapter XIV of the Penal Code, Chapter XXVIII of the Criminal Procedure Code, and in Section 34 of Act V of 1861, in all places into which it may have been introduced.

187. It is of the highest importance to enlist the sympathies of the people with the object to be effected, and the co-operation of influential natives in the place and of the lumberdár should always be secured.

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CONSERVANCY OF VILLAGES.

EVERY one knows how very many people die every year in our towns and villages from cholera, fever, and similar diseases, which are so prevalent during the hot weather and rains; but it is not generally known to you that these diseases, though due partially to the effects of climate, are for the most part caused by ignorance of certain simple rules. By care and cleanliness their ravages may be very greatly diminished.

It was discovered long ago in England that the main sources of fever, cholera, and other zymotic diseases, are,—

I.—Want of ventilation and fresh air.

II.—Overcrowded houses.

III.—Bad and defective drainage.

IV.—The accumulation of filth and decaying animal and vegetable substances in and about dwelling-houses and streets of towns and villages.

V.—Malaria caused by the exhalation of poisonous gases from stagnant pools.

VI.—The drinking water containing organic or mechanical impurities.

By a strict attention to drainage, ventilation, and cleanliness, using the word in its widest sense, most of these active causes of disease were removed. The health of the people of England has consequently greatly improved. Fevers and cholera have much diminished, and in many places have entirely disappeared. In London, 200 years ago, the average annual mortality was 7 per cent.; it has now, with a greatly increased population, diminished to 3 per cent.

Some may, perhaps, object that though conservancy has answered well in England, it will not therefore be necessarily successful in Hindústán, and that every country has its own customs. I reply that neither your religion nor your customs forbid cleanliness. Furthermore, I will give you a single instance of the success of sanitary rules here, almost among you, and if any one doubts my story, he can satisfy himself of its truth by enquiry.

Until 1853 Kumaon and Gurhwal were every year ravaged by máhámarrí. Whole villages were frequently depopulated, and many parts of the country became barren uninhabited wastes. In that year Dr. Pearson was appointed by Government to enquire into and remove the causes of this dreadful calamity. He persuaded the people to ventilate their houses, and to clean their streets. He had the filth and dirt, the accumulation of years, removed. Immediately the sickness began to abate. In less than three months it had entirely disappeared. For two years he continued the same measures, and during that time the very name of máhámarrí was not heard in the country. At length Dr. Pearson's services were required by Government for other work. The people, freed from supervision, fell back into their old dirty habits. Filth of every kind again accumulated. Immediately máhámarrí re-appeared. Again Dr. Pearson urged on them the necessity of cleanliness, and gave them simple rules for conservancy, which they were wise enough to follow. In two months the plague entirely disappeared. Thus you see that twice have sanitary measures proved all-powerful for the extirpation of the plague, even when it was raging in full vigour. In 1853, it was carrying off hundreds of victims every week. In two months Dr. Pearson drove it away. In 1860, when the people in fancied security disregarded his advice, the plague re-appeared to punish them. Again sanitary measures were tried with complete success. The plague disappeared, and has never returned, and, it is to be hoped, never will return, till the people again, in their folly, neglect the rules laid down for their good.

Now máhámarrí is nothing more than a severe typhoid fever, similar to the disease which has of late years proved so fatal in the towns and villages of the plains. When many in a village have died of such fever, the ignorant asámís say that a bhút has got into the village, and fly from their homes. In such cases we agree with you in allowing that a bhút has got into your village, but we say to you,—Drive him away ;

Conservancy.

remove him ; do not fly from him ; and the name of that bhut is dirt and filth. A sweeper is stronger than he is.

Perhaps the zemíndárs may object that, as it is the asámí and villagers who suffer, it is for them to take care of themselves. How can they take care of themselves unless you show them the way? They are ignorant of the causes of the sickness which destroys them. Henceforward *you* shall not be able to plead ignorance as the excuse for your sinful and wilful carelessness. Turn over a new leaf, and do unto others as you would have others do unto you. In every religion it is inculcated as one of the highest of duties to take care of those who are committed by God to our charge.

And it is not only your duty, but to your advantage to take proper measures for the conservancy of your villages. Where the asámí falls sick the crops suffer, and you have to bear your share of the loss. At all events, when the rents are paid in kind, where the asámí dies you have to replace him, and probably to advance takáví to the new settlers, the re-payment of which is always uncertain. But no one will deny that sickness causes much loss, both of time and labour. To improve the health of your villages is to increase the happiness and comfort of your tenants and your own wealth. Thus an attention to what is now urged on you will not only be advantageous to you in the next world, for it is surely a good work in God's sight to prevent numbers of men from dying of sickness, but it is also profitable to you in a money-point of view. Besides this, if you live in the village or its neighbourhood, or even pay it a visit occasionally, your own life is no less in danger than that of your asámí ; and it is no *new* discovery that I am pressing on you. In many parts of India, the advantages of having clean, well-paved streets, good drainage, good water, and freedom from objectionable nuisances, are to a very considerable extent appreciated by the people.

The isolated and uncombined efforts of individuals can do but little ; all must help in the good work, for it concerns us all. When sickness begins, none can tell where it will end ; no man can be secure of his own safety. Prevention is better than cure. All should do their best to keep sickness from their doors. A great system of successful sanitary administration cannot be created in a day, but it is a great thing to make a beginning. Every step wisely taken towards the conservancy of your villages will be a step towards better civilization, increased

comfort, and prolongation of life. Perhaps the zemíndárs may complain that the asámís do not mind their directions to keep the village clean; and it is very true that a zemíndár cannot keep the whole village clean, if the asámís do not heed his directions, and choose to live in dirt and filth. You asámís and villagers, whatever be your feeling towards the zemíndár, whether friendly or otherwise, never refuse to listen to his good advice to keep your village clean. Is ambrosia to be refused if it is offered by an enemy?

I will now proceed to give you a few simple sanitary rules, which you can carry out with small trouble and less expense :—

#### I.

The first requisite for health is pure air. Over-crowded houses cause bad air. The first remedy therefore is to open out streets, 15 feet wide, from north to south, and from the east to west, through your villages, so as to admit of a free current of air from every wind that blows. If these streets cannot be opened at once, care may be taken to have them where new villages are in the course of coming into existence, and to widen the existing ones and make them straight, to turn them to the four cardinal points, where it is found to be practicable to do so. The number of streets can be increased proportionally to the extent of the villages, but the more numerous they are the better.

#### II.

Whereas at present dirt and filth of every kind is allowed to accumulate in the narrow lanes and gullies, the hot sun causes it to putrefy and decompose; and the reason why sickness is greatest during and just after the rains, is because at those times the process of putrefaction takes place most rapidly under the combined action of heat and damp. No cultivating asámí, therefore, should be allowed to store dung, or any vegetable refuse for manure, within or on the confines of the abádí. Let him collect it on the mérh (boundary) of one of his *khet*s, and cover it with dry earth to deodorize it. It will then become most excellent manure. He should allow no vegetable refuse, such as old karbí or straw, to remain in his cattle-sheds, which should be kept as dry and clean as possible. All such refuse should be carried out daily to the manure heap on his *khet*.

Conservancy.

### III.

Non-cultivating residents of the village who wish to retain their own refuse as manure, are at liberty to do so on condition of their removing it without the confines of the abádi; they will then store it in a place to be specially marked out for the purpose by the zemíndár or his karinda or thaneyt.

### IV.

If they do not wish to retain it, the zemíndár will be entitled to remove it through his own sír labourers, or other servants, to the common manure stacks, and to dispose of it as he pleases, either using it as manure for his own land, or selling it. The manure store should be outside the village, and to the north or south of it. An enclosure for the purpose might be made at a cost of Rs. 3 or 4.

Then the village will be cleansed, and the zemíndárs and the asámís alike will be benefited. The last two rules are already established in Zillah Bálandshahar, and have been entered in the wájib-ul-arz of almost every village.

### V.

The carcasses of dead cattle should not be allowed to remain in or near the abádi. Should the owner of the animal decline to remove it, the village chamárs will remove the carcase to the manure store, and bury it in the heap, which they will then cover with dry earth. The quality of the manure will be greatly improved, while the foul smell will be no longer perceptible.

The hide will be sufficient remuneration to the chamárs.

Should the owner of the dead animal claim the carcase, he must have it removed after it has been skinned, to his own manure heap, and there cover it with dry earth.

### VI.

Allow no kassáb to kill cattle anywhere within the abádi. A proper place for the purpose should be assigned near the manure khandál. All the blood and refuse of the animal should be removed at once, and either buried in the manure heap, or in a trench dug for the purpose.



## VII.

Those asámís who have no latrine on their premises should go to a distance from the abádí for the purpose of easing themselves. Those who have latrines can use them, but the village bhangí must carry out the ordure, and, after depositing it in the common receptacle for filth, cover it with dry earth.

## VIII.

Every asámí should "líp" the inside and outside of the walls of his premises, once a year at least in the month of Kártik, as it is already done by many persons in the country. The walls will thus be kept in repair, and the premises kept clean. But the oftener they do this the better. It is to their own advantage to prevent their houses from falling down.

## IX.

Let no chamár prepare hides within the abádí; a special enclosure should be assigned for the purpose to the north or south of the village, within which they may carry on their tanning operations.

## X.

## ON TANKS.

Tanks and jhils close to, and within the abádí, are dangerous to health, because unless the water is constantly changed, which is rarely the case, it becomes stagnant, and from the decomposition of the animal and vegetable matters it contains, poisonous exhalations are generated. The usual causes of the corruption of the water are as follows:—

1st.—The rotting and decayed leaves of the singhára grown in such tanks.

2nd.—Their being used to steep hemp in, the very object of such steeping being the decomposition of the external fibre.

3rd.—Their being used as places of resort by persons for performing natural offices.

4th.—Carcases of dead animals are thrown into them, which, by their putrefaction, corrupt the water.

**Conservancy.**

5th.—Pigs root up the mud, and kill the water-plants, which decay and decompose and taint the water.

Forbid each and all of these practices, and do your very best to keep the tanks near the abádí clean and pure.

**XI.**

Where it is possible, the tanks and jhíls near the abádí should be drained, and the water carried off by gúls into more distant tanks. The amount of land fit for cultivation will thus be increased ; while at the same time you will be able to utilize the water for irrigation purposes.

*Note*—Many zemíndars will object that the prohibition of growing singhára in the abádí tank will cause them a heavy loss. But this will not amount in many cases perhaps to more than Rs. 12 or 15.

**XII.**

Have all the miscellaneous pits and small stagnant ponds within the abádí gradually filled in, and for the future forbid such pits or holes being made on any pretext ; for the water accumulates in them during the rains, and by its stagnation generates disease.

**XIII.****ON WELLS.**

Next to pure air, pure water, for drinking purposes, is essential to health. The water from stagnant jhíls should never be used for drinking purposes. It is a slow poison. There should be a good well in every village ;—if pakká, so much the better ; but a kachchá well is better than none.

**XIV.**

The well should be cleaned out every year at the beginning of Jeth, and the mud which has accumulated at the bottom removed. According to the space available, limits should be fixed at a proper distance from the well, within which limits no one should be permitted to ease themselves, or to throw down dirty water, or refuse matter of any kind, for such liquid impurities filter through the soil into the well.

**XV.**

During heavy rain the surface impurities are washed into the well ; to obviate this, always have a “merh,” at least two feet high to prevent

the water from becoming tainted by leaves of trees falling into the well; have a small thatch over the mouth of the well, sufficiently high not to impede the drawing of water, or the passage of air.

#### XVI.

As soon as any unusual amount of sickness is observed in any village, let the zemíndár or his karinda,—and, where there is no karinda, let the thaneyt or mokaddam,—send in information at once through the tahsildár to the collector, who will at once cause an enquiry to be made into the causes of the prevalent sickness, with the object, if practicable, of the removal or counteraction of those causes.

If villagers mischievously oppose the zemíndárs in carrying out these good rules for the benefit of the public, let them remember that they are punishable under the provisions of the Penal Code; and the zemíndárs are at perfect liberty to apply to the collector on plain paper for assistance. The collectors have, moreover, been directed to submit to the Government annually, through the Commissioners, the names of those meritorious zemíndárs who distinguish themselves prominently by introducing a system of cleanliness in their villages.

The zemíndárs will find the task easier by allotting some jágirs to mehtars, &c., for the purpose.

It is hoped that, if you will carefully and earnestly carry out these few and simple rules in your villages, sickness, though not entirely driven away, will be at least perceptibly diminished. Always bear in mind that all sanitary rules have for their ultimate object *cleanliness*. Whatever tends to promote cleanliness tends to promote health and increased longevity.

We simply tell you what is the right thing to do, and leave you to do it. The only reason for our pressing the scheme on your notice is because it is incumbent on every Government to take care of its subjects, when they are too ignorant to take care of themselves. Our only object is to save lives that are now needlessly and uselessly lost.

188. The following additional measures regarding wells should be adopted :—

I. Useless or noxious wells should be filled up.

Conservancy.

II. The edges of wells should be higher than the level of the ground, to which they should be made to slope, thus water would be prevented from flowing into the well from the surface, and the mound would be a protection against accident.

III. Bathing and washing clothes, &c. at the mouths of wells should be interdicted.

In cities and towns.

IV. The tube of every well should be raised  $2\frac{1}{2}$  or 3 feet above the ground or above the platform where there is one, to prevent water flowing back and to keep people from bathing too near the edge.

V. The platform or ground should slope from the edge outwards sufficiently to prevent water lodging, and the slope should be either of masonry or kankar.

VI. Care should be taken that the drainage over wells is in good order.

VII. High platforms are objectionable for several reasons.

VIII. A certain number of wells should be set aside for drinking water, and marked by a signboard. They should be covered, and persons found bathing at these should be prosecuted.

IX. One or two should be provided with pumps or with iron buckets, chains, and windlasses, which would at first be most useful in Mahomedán Mohalláhs and quarters occupied by Sudrás.

X. The wells with pumps should be completely covered in to keep out animal and vegetable impurities.

XI. For pump wells, bathing platforms, like those used in jails but without the troughs, might be attached if necessary.

Pumps which will draw water from a depth of 25 feet, with piping complete, may be obtained from Messrs. Thomson & Co., Calcutta, for Rs. 62. Good and cheap pumps can also be procured from Roorkee. Where the water is at a greater depth than 25 feet more expensive pumps are required.

Contingent Bills.

See *Bills*.

189. The following instructions and copy of Act 22 and 23 Vic. Chapter 41, in regard to leases and contracts to which Government is a party, are published for information.

• 190. In the opinion of the Advocate General, it is not necessary that ordinary leases and contracts, such as the lease of forest or jungle tracts, contracts for the farm of the ábkárí revenue, engagements for the land revenue, and other similar transactions with natives of India, in any native language, should run in the name of the Secretary of State in Council. Such contracts and leases should be expressed as heretofore, to be made with the "Sirkar," or, with the "Government," described in any mode in which, in the language employed, the State may be properly designated.

191. But all contracts, leases, grants, or conveyances entered into with, or made to European British subjects, or executed in the English language, should, whenever practicable, be executed in the name of the Secretary of State in Council, and in the form and mode pointed out in the second section of the recent Act. This section the Advocate General does not consider absolutely imperative, but he deems it advisable, as the form therein given is pronounced to be sufficient, to follow that form whenever it can be followed without great inconvenience.

*An Act to amend the Act for the better Government of India ; 13th August 1859.*

Whereas, an Act was passed in the session holden in the twenty-first and twenty-second years of the reign of Her present Majesty, entitled an Act for the better Government of India ; and whereas it has been considered that, under enactment in the fortieth section of the said Act, the local Governments in India, and officers entrusted with the charge of provinces as districts there respectively, cannot enter into and execute such contracts and assurances in India on behalf of the Secretary of State in Council, as before the commencement of the said Act they were respectively competent to enter into and execute on behalf of the East India Company, and it is expedient to give them such powers ; and whereas, doubts have arisen as to the proper mode of the execution of contracts entered into by the Secretary of State in Council pursuant to the provision of the said fortieth section of the said Act, and it is expedient that such doubts should be removed ; and whereas, it is expedient to alter so much of the enactment in the forty-third section of the said Act as relates to the mode of signing and counter-

**Contract.**

signing the drafts of orders therein mentioned : be it therefore enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Lords spiritual and temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows: that is to say—

I. The Governor General of India in Council, the Governor in Council of Fort St. George, the Governor in Council of Bombay, the Lieutenant Governor of the North-West Provinces now under the Presidency of Fort William in Bengal, respectively, or any officer for the time being entrusted with the government, charge, or care of any presidency, province, or district in India, subject to such provisions or restrictions as the Secretary of State in Council, with the concurrence of a majority of votes at a meeting, shall from time to time prescribe, are hereby respectively empowered to sell and dispose of all real and personal estate whatsoever in India, for the time being vested in Her Majesty under the said Act, within the limits of their respective governments of provinces, or districts, or to raise money on any such real estate by way of mortgage, and to make proper assurances for that purpose, and to purchase and acquire any land or hereditaments, or any interest therein, stores, goods, chattels, and other property in India, within the said respective limits, and to enter into any contracts whatsoever within the said respective limits, for the purposes of the said Act, and all property so acquired shall vest in Her Majesty for the service of the Government of India.

II. The Secretary of State in Council may be named as a party to any such deed, contract, or other instrument, and it shall be sufficient to use the designation of Secretary of State in Council in such deed, contract, or other instrument, and the same may be expressed to be executed on behalf of the Secretary of State in Council, by or by order of the Governor General in Council, Governor in Council, Lieutenant Governor of the North-Western Provinces, or other officer entrusted as aforesaid, but may be executed in other respects in like manner as other instruments executed by or on behalf of him or them respectively, in his or their official capacity, and may be enforced by or against the Secretary of State in Council for the time being ; and neither the Secretary of State, nor any member of the Council, nor any person executing such deed, contract, or other instrument, shall be personally liable in respect thereof: and all liabilities, costs, and damages, in respect thereof, shall be satisfied and paid out of the revenues of India.

III. Notwithstanding anything contained in the said Act, it shall be lawful for the Governor and Company of the Bank of England to pay out all or any of the moneys paid to the credit of the account opened under the said Act by the Governor and Company of the Bank of England, entitled "The account of the Secretary of State in Council of India" upon any drafts or orders signed by the Accountant General on the establishment of the Secretary of State in Council, or by either of the two senior clerks in the department of the said Accountant General, and countersigned in such manner as the Secretary of State for India in Council shall from time to time order or establish; and any draft or order, signed and countersigned as aforesaid, or in manner directed by the said Act, shall effectually discharge the Bank of England for all moneys paid upon the same.

IV. If, before the passing of this Act, any contracts or assurances shall have been entered into, or made on behalf of the Secretary of State in Council, or the Government of India, by any person in India who, previously to the commencement of the said Act, would have been authorized to enter into and make the same on behalf of the East India Company, such contracts or assurances shall have the same validity in favour of and against the Secretary of State in Council, as they would have had in favour of and against the said Company, if made on behalf of the said Company, and if the said Act had not been passed; but neither the Secretary of State, nor any member of the council, shall be personally liable in respect of any such contract or assurances; and all liabilities, costs, and damages, in respect thereof, shall be satisfied and paid out of the revenues of India.

V. All contracts purporting to be entered into by the Secretary of State in Council, which shall have been previous to the passing of this Act made under the hands and seals or hands of three or more members of Council, shall be as valid and effectual, to all intents and purposes whatsoever, as the same would have been if Section 40 of the said Act had contained an express provision that the contracts to be entered into by the Secretary of State in Council pursuant to that Act might be so made; and from and after the passing of this Act all contracts in writing entered into by the Secretary of State in Council, with the concurrence of a majority of votes at a meeting, may be expressed to be made by the Secretary of State in Council under that designation, and, if such, as if made between private persons, would be by law required to be under

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seal, may be made, varied, or discharged under the hands and seals of two members of the council, or, if such, as if made between private persons, would be by law required to be signed by the parties to be charged therewith, may be made, varied, or discharged under the hands of two members of the council, and the benefit and liability of such contracts shall pass to the Secretary of State in Council for the time being.

VI. All actions, suits, and proceedings, in any court of justice, in respect of any of the matters aforesaid, shall and may be carried on, prosecuted, or defended, in the name of the Secretary of State for India in Council.

**Convicts.**

Circular 5 of 1860.

192. The following letter No. 29, dated 6th January 1860, relative to the delivery of letters to the families of transported convicts, is published for information and guidance. As Government attaches great importance to the due execution of these instructions, the Chief Commissioner requests that every precaution may be taken to ensure the due delivery of the letters.

"I am directed to forward for delivery to the addressees the accompanying letters addressed to persons resident in 90 in number. Oudh. The letters are from convicts in the Andamans to their families, and much importance is attached by Government to their safe delivery. It is desired that the letters should as quickly as possible be distributed to the addressees, through the agency of the police, or the revenue officials of the districts, as may be deemed most suitable by the Deputy Commissioner of each district; and that, should any of the families addressed intimate their willingness to proceed to join their relatives in the Andamans, and be ready to undertake the journey to Calcutta for that purpose, arrangements should be made for their immediate despatch, in charge of a trustworthy peon, at the public expense, the peon being directed to convey them in Calcutta to the Mauritius emigration agent, who will receive the parties and give the peon an acknowledgment."

"An extract of a letter written last year by Dr. Walker, the late Superintendent of Port Blair, in connection with the measure which it is now desired to carry out, is annexed. The views and intentions of Government are correctly indicated in this extract, and the suggestions which it contains should be acted upon so far as they may be found practicable. It should be specially explained, by those charged with



"the delivery of the letters, that the sea voyage will not exceed four or five days, and that the detention in Calcutta will be as short as possible."

- "All expense incurred by the district officers in giving effect to these orders may be charged in a special contingent bill, and submitted to this department for sanction."

"I am directed to request that you will be good enough to impress upon the officers in charge of districts, the importance of the measure in which their assistance is required, and that they may be specially cautioned as to the necessity for exercising great care in the selection of respectable and intelligent persons to accompany the emigrating families to Calcutta."

"It is desired that each district officer as soon as he is made acquainted with the effect produced by the receipt of the letters, should submit a brief report on the matter direct to this office. Duplicate lists of the emigrating families should be prepared, one copy being given to the peon, and the other being forwarded by post to this office for delivery to the emigration agent, and the attention of district officers should be requested to Dr. Walker's suggestion, that the convicts, to whom the families belong, should be referred to by their register numbers as well as by their names, and that the serial number of the application list should also be referred to. Both the registered number of the letter and the serial number of the list will be found subscribed upon each letter."

*Extracts from a letter from J. P. Walker, Esquire, M. D., Superintendent of Port Blair, No. 393, dated the 29th September 1858.*

"It is the wish of the Government of India that the mutineer and rebel convicts sent here should be regarded more in the light of grievous political offenders, whose deportation from India is necessary, than as ordinary criminal convicts whose culminating crimes demand, in unmitigated transportation, the most severe secondary punishment."

\* \* \* \* \*

"The Government of India have sanctioned the assignment of land to the convicts, and the emigration of their families, as the means most likely, by giving them an interest in the settlement, to work cheerfully, industriously, and orderly."

\* \* \* \* \*

## Convicts.

"The convicts who may be joined by their families will be placed  
 "under more favorable circum-  
 "stances, as fewer restrictions  
 "will be necessary in the case of  
 "men anchored, as it were, by  
 "their families, and the money  
 "allowances payable to them-  
 "selves\* and families for three  
 "years, will enable them to sub-  
 "sist in comparative comfort until by industry they can bring a suffi-  
 "ency of land under cultivation for their maintenance. Each woman will  
 "receive Rs. 2, and each child Re. 1 per mensem, in addition to the  
 "convict's gradually decreasing money allowance, all allowances ceasing  
 "after the third year."

"The convicts have hesitated to avail themselves of the boon offered  
 "them, fearing to expose their wives and children to hardships incidental  
 "to the new settlement, and anticipating domestic dishonour while their  
 "unprotected families are in transit between their homes and this port,  
 "and it is only by great and persevering exertion in securing the confi-  
 "dence of the convicts, that I have been able to induce so many to  
 "overcome their scruples, and to apply for their families to be sent to  
 "join them. Much will depend upon the interest and trouble taken in  
 "judiciously carrying out the details, whether the measure (by far the  
 "most important point in the organization of the settlement) shall be  
 "successful or a failure."

"When several intending emigrant families reside in one district, I  
 "think it desirable that their names should be communicated to each  
 "other, as a means of removing the dread of crossing the "black water,"  
 "which will make many hesitate to act singly who would nevertheless  
 "act in concert; also, that arrangements should, if possible, be made for  
 "their travelling together to the port of embarkation, as the best means  
 "of securing mutual confidence and assistance in transit, and of prevent-  
 "ing that misconduct which the convicts dread; and with the latter  
 "object in view, I would suggest that although adult males are not  
 "permitted to emigrate to this settlement, nevertheless that any who  
 "may wish to accompany their relatives to Calcutta, and remain there

"with them until embarkation, should have every facility afforded them for doing so at their own expense."

Convicts.

"I anticipate that many families disposed to emigrate will hesitate to do so on account of not knowing how to dispose of shares of houses and land, or how to proceed to realize the proceeds of sales. The friendly advice and assistance of the subordinate district officers might, in such cases, I think, do much to facilitate the settlement of their affairs."

"Emigrant families should not only be allowed but induced to carry with them their moveable furniture, household, agricultural, and trade implements, and cattle; and, in the event of their possessing money, every facility for its remittance should be afforded them, and every assistance in the protection of their little property should be given."

"The cost of carriage within moderate requirements should be defrayed. Where families may wish to take more property than can, along with the members, be carried on a hackery, it is to be presumed that the means exist for the payment of extra carriage, the entertainment of which should not be prohibited, as any extra property brought here will sooner or later become distributed, for a consideration, amongst those (and they will be many) who may arrive unprovided."

"From the time of departure from their homes until embarkation, emigrant families should be allowed subsistence money at the rate of one and a-half anna per woman, and one anna per child per diem; in special cases an extra allowance, if found necessary, should be allowed. Subsistence money should be distributed daily by the peon in charge of the party, who should be furnished with the means to purchase extra diet, as milk, &c., and medicines for the sick, and pay for native medical attendance in cases of accidents or serious illness while travelling."

\* \* \* \* \*

"A list, showing the names of each convict's family despatched, together with their property in goods and cash, should accompany them. All convicts should be referred to by the register number, as well as by their names, and the serial number of the application list should always be referred to, as greatly facilitating reference here."

Convicts.

"Should the whole number of female relatives applied for by any convict not consent to emigrate, the remainder who are willing should be sent; and should any other female relatives than those mentioned in the convicts' letters express a wish to accompany their family, they may be allowed to do so."

"In the event of any female not a relative, but in some way a dependent, being desirous of emigrating to this settlement, she may be allowed to do so, provided a convict's family will allow her to join their party."

"No opposition on the ground of a female's age should be urged, as independently of the influence generally for good of the aged, in their immediate circle, a convict would be equally settled by the presence of his aged parent as by that of his wife; in fact, many who would only think once for their wife's sake before getting themselves into trouble, would think twice before they involved their mothers in distress. Males over twelve years of age should not be allowed to emigrate to this settlement, but an exception may be made in the case of the blind, or deformed, or otherwise helpless members of a family, when not otherwise disposed of."

193. Female convicts not to bring children over two years of age into jail with them.

ome Dept. letter No.  
10th April 1872.

194. "I am directed to request that the necessary instructions may be issued for the transmission, with every convict transported to Port Blair, of a description of the convict, stating his antecedents so far as known, and giving the particulars of offence for which he is transported, in order that the officials at the Andamans may have some clue to the general character of the man, and some more detailed indication of his crime than is at present furnished by simply quoting in the warrant the section of the Penal Code under which the conviction has taken place. It is probable that this would be best furnished by the magisterial and police authorities of the district in which the prisoner is convicted, and instructions might be sent to them to prepare such a document and to send it with every prisoner hereafter sentenced to transportation for life, together with his warrant, immediately after his conviction and sentence."

*Nominal Roll with detailed account of crime and previous history of prisoner (to be attached to the warrant of every prisoner sent into banishment).*

Convicts.

[illegible]

195. As a rule a time-expired convict should always be sent back to the place where he was convicted. Any prisoner wishing to go elsewhere should make known his request, and state his reasons for it, to the Superintendent of the settlement in sufficient time to permit the necessary inquiries being made before his release.

Letter No. 36, 29th March  
1873, from Under Secy.  
Home Dept. to Supdt. Port  
Blair.

(3.) These inquiries should ascertain,—

I.—If necessary, the truth of the facts alleged by convict as reasons for wishing to be sent elsewhere.

II.—The willingness of the local Government of the place to which he wishes to go to receive him.

III.—Whether the local Government of the place where he was convicted do not wish him to return, it being quite possible that he may be required there for the purposes of justice.

**Convicts.**

(4.) "As the authorities at the place where the convict wishes to be sent will ordinarily object, his case should be fully explained to them in all its bearings; in short, no time-expired convict should, without good reason, be sent to any place other than that where he was convicted, except with the consent of both the local Governments concerned. It will save time to find out where the convict wants to be sent as soon as his imprisonment is near its end, so that the necessary inquiries may be made before his release."

(5.) "I am to take this opportunity of sending, for your information, a copy of a circular issued by this department on the 16th January last respecting the treatment of European prisoners after their release. These instructions only apply to Europeans; but the orders communicated to you in this letter will apply to Europeans, Eurasians, and Natives, though the two latter classes should only in very special cases, be sent elsewhere than to the place or province where they were sentenced."

Home Dept. Circular No.  
2-156, 18th May 1874.

196. "The police who have arrested a person upon the charge of having escaped, will apply to the magistrate before whom the accused has been brought, for an adjournment, to enable them to ascertain whether a warrant has been received from Port Blair for his recapture. Inquiry should be made at the Home Department of the Government of India if no warrant has been received by the police, and in all cases of escape by a life-convict, the Superintendent of Port Blair or other magistrate having jurisdiction, has been directed, as soon as the fact of escape is known, to issue a warrant charging him with having committed an offence under Section 224 Penal Code to the chief of the police of the province or administration in which the convict is known or likely to be found, and also to forward a warrant to the Government of India, Home Department. If the warrant is forthcoming, the magistrate by whom the case is being inquired into will decide whether there is any reason why the accused should not be removed in custody, under Section 170 Criminal Procedure Code, to the Magistrate at the Andamans who issued the warrant."

**Copies.**  
Circular 45 of 1863.  
Act XXVI of 1867.

197. Copies of executive orders appealed against are required to be attached to the petition of appeal. They must be stamped.

198. The following rules are prescribed for the receiving of applications for copies, and for supplying them:—

The Munsarim will grant copies to the parties in a suit, but the order of the Deputy Commissioner, or Assistant or Extra Assistant Commissioner appointed to grant copies, must be obtained before other parties can get them.

Copies.  
Circular 78 of 1867.

II.—The order of the Deputy Commissioner, or, in his absence, that of the senior assistant, is requisite before the copy of any executive paper can be given.

Circular 78 of 1867.

III.—All copies of judicial proceedings (civil, criminal, and revenue,) will be issued under the signature and on the responsibility of the Munsarim.

Circular 27 of 1864.

IV.—A person will be appointed to copy English proceedings; this person should not be one of the clerks on the establishment. He should work at the cutcherry, and not be allowed to take papers out of the record office. The examination may be entrusted to the English record-keeper, subject to Rule III.

V.—The management of the vernacular copying and examining will be entrusted to the vernacular record-keeper, subject to Rule III, who will be responsible for both the records and copies, and will attach his initials to the copies as a voucher for their correctness.

VI.—Each application, as received, after endorsement on it of the date of receipt, will be entered in a register, with the following headings:—

1st.—Name of applicant.

2nd.—Name of officer who passed the order of which copy is required.

3rd.—Names of parties to the suit.

4th.—Nature of the case and date of decision.

5th.—Name of tahsil, parganah, and village, to which the decision refers.

6th.—Date on which application for copy was preferred.

7th.—Date on which copy was supplied.

8th.—Remarks explanatory of delay, if any, beyond the second day.

**Copies.**

VII.—Applications should be refused unless accompanied by the requisite stamps. Should additional stamps under any circumstances become necessary, the copyist will require the applicant to supply them, and should he fail to do so before the next sitting of the officer aforesaid, the application, with the record-keeper or copyist's endorsement to that effect, will be laid before the officer for his orders.

VIII.—Petitioners should always be asked whether the copy applied for is required for record only, or for appeal; and, in the latter case, should be informed that copies of both judgment and decree are required.

IX.—If the order of which a copy is wanted be in another court, the fact should be at once noted on the application, which should be submitted on the following day to the officer who ordered the copy to be made, and be by him returned to the applicant, with an intimation that he may either apply to such court, or wait till the file containing the order is returned. The practice of sending a file to a tahsildar or other officer for execution of the final order, is very objectionable for many reasons, and is prohibited: a parwana should always be issued in such cases.

X.—On receipt of the record-keeper or copyist's endorsement referred to in Rule VII., or of the copy, the officer granting the copy shall, at the hour fixed, direct the applicant to be called, and, in the former case, shall require him to file the deficient stamps, and, in case of his failure to do so, shall note the fact on the petition and return it to him. In the latter case, *i. e.*, on receipt of the copy, the officer shall call the applicant as above, require him to pay the copyist's fee, and deliver the copy to him, having first noted, both on it and in the register, the name of the copyist and date of delivery. Should the applicant not be present when first called, his name shall be called on three successive days, and if he fail to present himself within that period, his application will be filed, and a fresh one, on stamp paper, be required before the delivery of the copy on any future date.

XI.—The cause of any delay in preparing a copy beyond the second day from the date of application, should be noted on the copy, and will be accounted a sufficient reason for extending the term of appeal under Section 335 Act VIII of 1859.



XII.—The officers referred to in Rule I, will look through the register daily, and note cases in which delay has occurred, and pass suitable orders. Deputy Commissioners will also occasionally inspect these registers, especially column 7, and assure themselves that all applications are promptly disposed of.

Copies.

199. The rate for section-writing in the interior of the Bengal Presidency, including the North-Western-Provinces, is fixed at 1,440 words for the rupee.

Finl. Dept. Resn. No. 2342  
10th April 1873.

200. Figured returns or tabular statements should never be given to section writers; such returns and statements should always be copied by a suitable fixed establishment.

201. The following instructions for the communication of official papers and correspondence to private persons in this country or in England, are published for information and guidance :—

Correspondence.  
Circular 18 of 1862.

“ I am directed to transmit for information and guidance the accompanying copy of a despatch from the Secretary of State, No. 145, dated the 16th ultimo, prescribing restrictions with regard to the communication of official papers to private persons in this country, as well as with regard to their transmission to private persons in England.”

Home Dept. letter No.  
828, 31st January 1862.

“ The following points, it will be observed, are those to which attention is specially enjoined :—

“ I.—That no official papers are to be sent to individuals or public bodies in England, except through the India Office in London.”

“ II.—That official papers are not to be communicated to private persons in India, until they shall have been forwarded to the Secretary of State.”

“ III.—That a copy of every paper printed for publication or circulation beyond the officers of Government, is to be sent to the Secretary of State by the first opportunity after it leaves the press.”

Correspondence.

*Copy of a letter from the Right Hon'ble Sir Charles Wood, Bart, M. P., Her Majesty's Secretary of State for India, to His Excellency the Right Hon'ble the Governor General of India in Council, dated India Office, London, the 16th December 1861.*

"I beg to draw the attention of your Lordship in Council to the

"I would observe that copies of this translation were sent to the persons to whom copies of printed official documents about the indigo crisis had been sent."

"Numerous copies had been sent, as if by the authority of the Government of Bengal, to Members of Parliament and public bodies in England, to some parties at a distance in this country, and to the amount of no less than twenty copies to the office of the Secretary of State in London."

"extracts in the margin, the first from the letter of Mr. Seton Karr to the Secretary to the Government of Bengal, dated 29th July last, and the second from the resolution of your Lordship in Council of the 8th August following, on the subject of the transmission of official documents to public bodies and individuals in this country and elsewhere by the public authorities in India."

"I am aware that it has for some time been the practice in India to give early publicity to official papers of importance; and although the practice has in some instances led to the circulation in this country of the proceedings of the Governments in India before they have been transmitted for the consideration of Her Majesty's Government, the publication of such documents may sometimes be highly expedient, provided the time and manner of such publication be reserved for the decision of Government, subject to any restrictions which Her Majesty's Government may from time to time think it necessary to impose."

"It can seldom, however, be necessary, or desirable on public grounds, that official papers should be transmitted, under official sanction, to individuals or public bodies in this country; and taking into consideration the mischief and embarrassment which have occurred from the circulation of "Níl Darpan," ostensibly, though not in reality, under the sanction of the Bengal Government, I have to request that you will at once issue orders which will put a stop to direct communications of this nature, and that in any cases where it may be desired by Government to forward public papers to bodies or individuals in this country, the transmission be made through this office."

"I have at the same time to call your attention to the practice which appears to prevail to some extent in the public offices in India, of communicating official documents to private individuals in that country."

"By this means, papers of importance have from time to time reached this country, and obtained a wide circulation before they have been officially received at this office. As a case in point, I may mention that a copy, printed in London, of the report of Mr. Morris on the indigenous districts, was privately placed in my hands, together with an elaborate paper upon it, by the "Landholders' and Commercial Association of British India," a considerable time before the report came to me from the Government of Bengal. Such occurrences are calculated to place Her Majesty's Government in great difficulty and embarrassment. I direct, therefore, that the practice which I have referred to may be discontinued, and that no copy of a public document, of an official nature, be communicated to private individuals in India till the same shall have been forwarded for my information. I have further to request that a copy of every paper published for general information, or printed for circulation to other than the officers of Government, by order of your Excellency in Council, or of any Lieutenant Governor or Chief Commissioner in India subordinate to your Government, may be transmitted to me by the first opportunity after leaving the press."

Correspondence.

202. The following general rules are prescribed for the conduct of correspondence:—

I.—All letters and dockets are to treat each of one subject alone.

Circular 20 of 1861 and Circular 8 of 1867.

II.—Every letter is to be docketed in the office despatching it.

III.—Each docket is to have the subject under which it is registered according to the list of subjects given under the head of records, written upon the face of it. If the letter or docket is an answer, it is to follow the subject given in the office in which the correspondence originated.

IV.—The first page of a docket is only to be written upon half marginally, under the printed heading.

V.—Except in cases of great importance, or where the letter is a personal defence, or relates to the personal defence of a subordinate, enclosures should not be submitted. The letter itself should be complete, and contain all the points to be referred or required for the perfect understanding of the case.

Circular 11 of 1861.

When a letter or petition is to be submitted to superior  
"to which no comment is necessary, or at most an expression

*Ibid.*

Correspondence.

of simple assent or dissent, it should be forwarded by endorsement; no covering letter should accompany.

Circular 11 of 1861.

VII.—Whenever opinions are called for, they are to be forwarded in full. When they are not called for they should not be quoted by a superior officer whose opinion has been called for, though, of course, he is at liberty to form his own opinion after communicating with his subordinates. Thus if a Commissioner's opinion only is called for, should he think proper to consult his Deputy Commissioners, he should not quote their opinions in stating his own, but, if he likes, he can forward any Deputy Commissioner's original opinions for consideration.

*Ibid.*

VIII.—There is to be no correspondence by *rúbakárí* between officers who understand English.

Circular 8 of 1867.

IX.—Letters are to be numbered in one series, commencing with the 1st January in each year. Circulars will have a second, or circular number, in addition. Book circulars, a third, or book circular number in addition.

Circular 41 of 1863.

X.—Letters are to be divided into paragraphs of convenient length, and the paragraphs are to be numbered. In reports of any length, the subject matter of each paragraph should be signified by a brief marginal heading.

Home Dept. Res. No. 4307,  
19th September 1871.

XI.—In dating letters the date affixed should be that on which the letter is despatched.

Circular 14 of 1869.

XII.—When a head clerk or superintendent of an office signs letters for the incumbent thereof on account of the absence of the latter, he should insert the name of the incumbent as well as the official title.

Mily. Dept. letter No. 431,  
27th May 1871.

208. "It is the bounden duty of the officer who has to submit any representation to His Excellency the Commander-in-Chief, or to the Government, to make himself first of all thoroughly acquainted with the circumstances of the case, which he will therefore be in a position, and may reasonably be expected properly to explain, and by doing so to lighten very considerably in many cases the labor of the office he addresses, by rendering unnecessary a repetition there of the labor has had himself to undergo in collating the facts and forming a conception of what they represent."

country.

*Correspondence  
is at the on  
ed lengthwise*

"The Governor General in Council therefore desires that whenever any officer has to submit any correspondence to the Commander-in-Chief or to Government, he may be required to see that *the whole case is clearly and succinctly stated in one communication*, in the margin of which reference by number and date should be made to each enclosure of importance opposite the statement or opinion which is based upon or supported by it. When more than a few enclosures or annexures are submitted, they should, for greater convenience, be conspicuously numbered or lettered; and in all cases the submission of unnecessary enclosures should be carefully avoided."

"It is needless to point out how desirable and even necessary it is that the above course should be adopted in submitting cases to Government, to enable it to deal satisfactorily and promptly with the very numerous questions which,—sometimes in an unnecessarily confused state—come before it, and the disposal of which the want of such method tends materially to retard."

204. "As the practice of using in official correspondence vernacular terms that are generally unintelligible beyond the province in which they are current, is common and productive of much inconvenience and delay in the despatch of public business, I am desired to call attention to the subjoined orders of the late Hon'ble Court of Directors forbidding indiscriminate use of Indian words in English correspondence, and to request that the spirit of these instructions may still be observed as closely as possible."

Home Dept. letter No.  
70-3948, 31st December  
1873.

"It must, however, be understood that this restriction is not meant to govern necessarily the style of correspondence carried on between a local Government and the officers subordinate to it, but is applicable mainly to writings intended to go beyond one local Government. When in such papers a correct English equivalent to a local vernacular designation cannot be given, the word can usually be best explained by reference to the class or business to which an office or employment belongs, for the chief difficulties are found to occur in returns of subordinate establishments:—

*Extract from a despatch from the Hon'ble the Court of Directors, dated the 6th January 1815, circulated on the 17th October 1815.*

138. Adverting to the various terms and appellations borrowed to the Oriental languages which appear on your revenue

Correspondence.

"consultations, and the meaning of which it is sometimes difficult to discover, we direct that you instruct the boards of revenue and of commissioners to desire the different collectors, subject to their respective authority, to avoid as much as possible the use of native designations in their correspondence; and in cases where it may be impracticable to dispense with them without frequent periphrasis, to affix a marginal explanation of the terms which, for the sake of convenience, may be employed in the text of their letters."

205. The following is the ordinary channel of correspondence :—

- (1.) { Deputy Commissioner.  
Settlement Officer.
- (2.) Commissioner.
- (3.) The authority or secretary mentioned under the heading of "administration," for the several branches therein indicated.

Circular 41 of 1867.  
(Slightly altered.)

206. Assistant Commissioners and Assistant Settlement Officers are not to correspond unless in the name and by the authority of the Deputy Commissioner or Settlement Officer, as the case may be, except in matters personal to themselves, when they will address their immediate superior officers. If their opinions on any subject should be asked, they will submit them in the form of memorandum.

Circulars 54 of 1867 and  
29 of 1868.

207. District Superintendents of Police are not to correspond with Deputy Commissioners, except on matters personal to themselves, when they will address the Deputy Commissioner. The police correspondence on the police matters *par excellence*, as well as on discipline, which includes promotions, rewards, and punishments, will be carried on through the Commissioner, in the name and on the responsibility of the Deputy Commissioner, except in the case of the special crimes indicated in the police manual and circulars. The police correspondence on drill and internal economy will be carried on by the District Superintendent direct with the Inspector General.

Circulars 48 and 57 of 1867.

208. Civil Surgeons will correspond on personal matters or matters affecting purely medical subordinates, or the medical management of dispensaries, direct with the Deputy Surgeon General, who in such cases as may require the orders of the Chief Commissioner.

will correspond with the Inspector General of Prisons direct on the following subjects:—

- (1.) Medical management of jails.
- (2.) Economy of jails.
- (3.) Penal discipline of jails.

They will correspond through the Deputy Commissioners and Commissioners on the following subjects:—

- (1.) Economy of dispensaries.
- (2.) Cases of subordinates other than medical, which they themselves are not empowered to decide.
- (3.) Public Health.

209. The above rules for the departmental correspondence apply in the descending series to the heads of departments.

210. "In the opinion of the Government of India, the terms "dead or alive" in a notification offering a reward for the capture of an offender are liable to be misconstrued into the belief that the killing of a person so proclaimed, whether he resist or not, is thereby authorized. In fact, a case has recently arisen in which an outlaw was entrapped and killed in consequence of a notification offering a large reward for his capture, when those who killed him were punished by the courts."

2. "On this account the Government of India consider that it would be prudent to withdraw the words "dead or alive" from any notification that may be still in force, and to omit them in future from such notifications."

211. Shady trees are to be planted near the new cutcherries for the people.

212. One chaukidár allowed for each Commissioner's cutcherry on Rs. 5 a month.

213. Deputy Commissioners are not responsible for providing daks to travellers; but at each station one or more chaudris will be recognized, names will be posted in the staging bungalow so that travellers may at once where to apply. Deputy Commissioners are responsible to which instructions are complied with.

**Deputy Commissioner.**

Govt. letter No. 12, 4th  
Feby. 1856.

214. The Deputy Commissioner is the officer primarily charged with the administration of a district in all departments. His authority is the same as that of a magistrate and collector in the North-Western Provinces.

215. All his subordinates act on his responsibility, except where otherwise expressly laid down by the law or in this digest. He may consequently entrust them with as much or as little of his authority as he likes. This, however, does not exonerate any subordinate from his own responsibility in the exercise of any authority entrusted to him.

Circular 72 of 1860.

216. The Deputy Commissioner is, however, to employ his European subordinates in all branches of the administration, and, where competent, they should have charge of the whole work of a sub-division of a district. It is of the highest importance that all subordinate officers should have an opportunity of learning their duty in all branches of the administration.

Circular 109 of 1861.

217. It is the duty of the Deputy Commissioner to keep the Commissioner informed of all matters of importance occurring in his district, and to seek his advice and assistance on all occasions of an extraordinary character. Serious events, such as an outbreak, should also be reported direct to the Secretary for the information of the Chief Commissioner. For reports in regard to epidemics,—see *Epidemics*.

218. The Deputy Commissioner is bound to obey all orders which he may receive from the Commissioner. It may happen that the Commissioner at a distance may sometimes issue orders not exactly applicable to the circumstances of an emergency. The Deputy Commissioner will remember that in such case he is a responsible officer, and his obedience will be an intelligent one. If he thinks the circumstances such as to render it inadvisable to carry out any orders which he may receive, he will not lose a moment in reporting the circumstances and giving his reasons for his conduct.

Circular 29 of 1868.

219. The Deputy Commissioner is the head of the police in his district. The District Superintendent is subordinate to him in all departments of his duty, except the drill and internal economy of the police force, in regard to which he will receive his orders direct from the Inspector General. For further orders see *District Superintendent*.



220. The Deputy Commissioner is responsible for the proper management of the jail of his district: he should visit it frequently and advise with the Civil Surgeon in charge. If he sees the Civil Surgeon pursuing any course of which he disapproves, and the Civil Surgeon declines to follow his advice, he should at once report it to the Commissioner. See also *Officers Medical*.

221. The Deputy Commissioner should remember, however, that it is not desirable that he should interfere with either the District Superintendent or the Civil Surgeon more than is absolutely necessary. He should look upon them as trusted lieutenants in charge of their several departments. He should, however, see that he is himself kept informed of all that is going on in all departments.

222. The powers of the Deputy Commissioner in the judicial and revenue departments will be found in the law, the directions to revenue officers, and the circulars of the Judicial Commissioner and Financial Commissioner.

223. The Deputy Commissioner may appoint and dismiss ministerial officers and public servants drawing less than Rs. 30 a month. He may suspend non-gazetted officers, drawing Rs. 30 a month or more, reporting the same day to the Commissioner.

224. In the Public Works Department, the Deputy Commissioner may sanction any new work, additions, or repairs, to the extent of Rs. 200 for any one work, from imperial funds. From local funds, as the executive of the District committee, he may sanction any new work or repairs, if provided for in the budget, to the extent of Rs. 500 for any one work; and if not provided for in the budget, to the extent of Rs. 200 for any one work. In the latter case the charge may be met by a budget transfer from any other work, under Rs. 500, to which the Chief Commissioner has not given special sanction.

225. The Deputy Commissioner is strictly forbidden to appropriate savings in the pay of establishments to the increase of the pay of other persons, or to any other purpose: such savings are to be credited to  
ent.

"the Deputy Commissioner and his first assistant are not  
"to which at the same time.

**Deputy Commissioner.**  
Circular 52 of 1861.

227. When at the headquarters of his district, the Deputy Commissioner should himself, as a rule, take the petitions in cases where they are not to be taken by the Munsarim, or when they do not relate to any case or matter made over to some officer for disposal.

Circular 67 of 1863.

228. Deputy Commissioners, who may see reason to disapprove of the proceedings of one of their assistants not judicially before them, or consider that the assistant has formed an erroneous conception of his duty, should make his reproof or instructions the subject of a verbal communication. The same course should be observed with Honorary Assistant Commissioners.

**Deserters.**  
Circular 86 of 1873.

229. A deserter from a European regiment, sentenced to imprisonment by the civil authorities for any offence, should not be discharged from jail without notice being given to the military authorities. The procedure prescribed in the following section of the mutiny act must be strictly observed. It must be borne in mind that whenever a soldier is committed to jail, whether for trial or under sentence, his military rank should be stated in the warrant:—

“Section 33. Every gaoler or keeper of any public prison, gaol, house of correction, or other place of confinement, to whom any notice shall have been given, or who shall have reason to know or believe, that any person in his custody for any offence, civil or military, is a soldier liable to serve Her Majesty on the expiration of his imprisonment, shall forthwith, or as soon as may be, give, if in Great Britain, to the Secretary of State for the War Department, and if in Ireland to the General Commanding Her Majesty's forces in Ireland, or if in India to the Adjutant General of the Army, or to the nearest military authority with whom it may be convenient to communicate, notice of the day and hour on which the imprisonment of such person will expire; and every such gaoler or keeper is hereby required to use his best endeavours to ascertain and report in all cases where practicable the particular regiment or corps, battalion of a regiment, or battery of artillery, to which such soldier belongs, and also whether he belongs to the dépôt or the head quarters of his regiment; and in the event of his being a recruit who has not joined, that it may be so stated in his report, together with the name of the place where the man enlisted. In all cases where the soldier in custody is under sentence for being charged from the service on the completion of his term of confinement, and the discharge document is in the hands of the country.”

"shall not be required to make any report thereof to the Secretary of State for War, or to the military authorities hereinbefore referred to."

230. "Instances having been brought to notice in which certain magistrates, in their capacity of justices of the peace, have failed to comply with the provisions of the 34th section of the mutiny act, which directs them to forward descriptive returns of deserters brought before them, I am desired to request that you will be good enough to draw the attention of all justices of the peace to the clause in question, and enjoin careful observance of its provisions in future."

231. "The following procedure prescribed by 10 and 11 Victoria chapter 62 section 9 should be followed by civil officers on the arrest of a deserter from the royal navy:—

I.—"Any person reasonably suspected to belong to Her Majesty's navy and to be a deserter or improperly absent from his duty, may be apprehended by a constable."

II.—"The constable shall bring the person so apprehended before a justice of the peace."

III.—"The justice of the peace shall examine the person so brought before him, and if it appears—

"(a) that he belongs to Her Majesty's navy; and

"(b) that he is improperly absent from his duty,

"the justice shall take one of the following courses:—

(1) "When the deserter has been apprehended in the vicinity of one of Her Majesty's ships in commission, send him on board such ship;"

(2) "When the deserter has not been apprehended in the vicinity of one of such ships, send him to the nearest or most convenient public prison, and notify the commitment to the Secretary to the Admiralty, or to any Naval Commander-in-Chief or Officer commanding one of Her Majesty's ships, at the same time describing the deserter, and naming the ship to which he is supposed to belong."

**Deserters.**

IV.—When the deserter has been sent to a prison, the Superintendent thereof shall deliver him up to any person authorized to take charge of him by—

- (a) the Lord High Admiral, or
- (b) the Commissioners for executing the office of the Lord High Admiral, or
- (c) any Naval Commander-in-Chief, or
- (d) the Officer commanding any one of Her Majesty's ships.

On receiving the deserter, the person so authorized shall convey him in safe custody on board any of Her Majesty's ships in commission.

**Dy. Surgeon General.**

231. *231. 22. 1874* The Deputy Surgeon General is *ex officio* Inspector General of Dispensaries and Hospitals in the province.

**Dispensaries.**

233. The following rules for the management of dispensaries in Oudh and for establishing a system of regulated grants-in aid for these institutions, are published for general information and guidance.

**Circular 28 of 1874.**

I.—The grants-in-aid for establishments to dispensaries, which have already received the sanction of the Chief Commissioner, will be continued according to the following list:—

**LUCKNOW DISTRICT.**

	Rs.	
Civil Dispensary, .. ..	1,056	
Balrámpur Hospital, .. ..	816	
	<hr/>	1,872

**UNÁO DISTRICT.**

Sadr Dispensary, .. ..	816	
	<hr/>	816

**BÁRA BANKI DISTRICT.**

Sadr Dispensary, .. ..	816	
Rámnagar branch, .. ..	816	
Radaulí branch, .. ..	816	
	<hr/>	2,448

**FYZABAD DISTRICT.**

Sadr Dispensary, .. ..	1,296	
	<hr/>	1,296

## GONDA DISTRICT.

			Rs.	
Sadr Dispensary,	..	..	1,284	
Colonelganj branch,	..	..	804	
Atraula branch,	..	..	804	
			<hr/>	2,892

## BHARAICH DISTRICT.

Sadr Dispensary,	..	..	1,296	
Hisámpur branch,	..	..	576	
Nánpára branch,	..	..	576	
Bhingá branch,	..	..	576	
Ekauná branch,	..	..	576	
			<hr/>	3,600

## SITAPUR DISTRICT.

Sadr Dispensary,	..	..	1,896	
Mahmúdábád branch, ..	..	..	576	
			<hr/>	2,472

## HARDUI DISTRICT.

Sadr Dispensary,	..	..	456	
Sandíla branch,	..	..	816	
Sháhábád branch,	..	..	816	
Bilgrám branch,	..	..	816	
			<hr/>	2,904

## KHERI DISTRICT.

Sadr Dispensary,	..	..	636	
Mahamdí branch,	..	..	576	
Golá branch,	..	..	576	
			<hr/>	1,788

## RÁI BARELÍ DISTRICT.

Sadr Dispensary,	..	..	1,296	
			<hr/>	1,296

## SULTÁNPUR DISTRICT.

Sadr Dispensary,	..	..	816	
			<hr/>	816

## PRATÁBGARH DISTRICT.

Sadr Dispensary,	..	..	1,296	
Behár branch,	..	..	336	
Pattí Branch,	..	..	336	
			<hr/>	1,968

Total,	..		<hr/>	24,168
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Dispensaries.

II.—In addition to this, European medicines, according to a scale to be hereafter prepared by the Deputy Surgeon General, will be supplied free of cost to all these dispensaries, excepting the Bulrámpur Hospital.

III.—Any aid to dispensaries which have not already been sanctioned will, for the future, be granted only in accordance with the following rules:—

RULES.

*Rule I.*—Dispensaries will be divided into three classes, to all of which Government will grant a limited supply of European medicines and instruments free of cost, as well as the requisite registers and forms.

(1). Class I. will include all dispensaries whose guaranteed local income shall not be less than Rs. 120; to these an Assistant Surgeon will be appointed by the Deputy Surgeon General, who will draw not less than Rs. 100 per mensem, half of which salary must be contributed from the dispensary funds.

(2). Class II. will include all dispensaries whose guaranteed local income shall not be less than Rs. 60 and not above Rs. 120 a month. To such dispensaries a Hospital Assistant will be appointed by the Deputy Surgeon General, who will draw not less than Rs. 30 per mensem, and half of his salary must be contributed by the dispensary funds.

(3). Class III. will include all dispensaries whose guaranteed local income shall not be less than Rs. 40 and not above Rs. 60 per mensem. To such dispensaries a Hospital Assistant will be appointed by the Deputy Surgeon General, who will not draw less than Rs. 20 per mensem, half of which salary must be contributed by the dispensary funds.

*Rule II.*—Before the establishment of any dispensary under these rules can be sanctioned, the necessary income must be guaranteed from local sources.

By "local sources" of income are to be understood.—

- (1). Contributions from Municipal or Local Funds;
- (2). Interest on sums invested in Government securities;

(3). Guaranteed subscriptions and other private sources of income of a permanent character.

In every instance the proposal to establish a dispensary must be submitted for approval to the Chief Commissioner, who reserves to himself the right of sanctioning it or otherwise, whether the conditions laid down in these rules have been complied with or not.

*Rule III.*—The following table shows the heads of expenditure in dispensaries, and the sources from which they are to be defrayed :—

I.	II.	III(a).	III(b).	IV.	V.	VI.	VII.	VIII.	IX.	
Registers &c.	Prescribed scale of medicines and instruments.	Half salary of Hospital Assistant or Assistant Surgeon.	Remainder of salary of Hospital Assistant or Assistant Surgeon.	Salary of subordinate establishment.	Dispensary buildings, ground rent, &c.	Bazar medicines, &c.	Diet of In-door patients.	Surplus European medicines.	Other expenditure, contingencies, &c.	Remarks.
Government.	Government.	Government.	Dispensary fund.	Dispensary Fund.	Dispensary Fund.	Dispensary Fund.	Dispensary Fund.	Dispensary Fund.	Dispensary Fund.	Medical men to be appointed by Deputy Surgeon General.

Head I. will include all registers, forms, &c., required to be kept up for the statistical purposes of the medical department to be obtained by indent.

II.—Supply of European medicines and instruments according to the scale prescribed by the Deputy Surgeon General, as explained in the following rule.

III.—The salary of the Assistant Surgeon or Hospital Assistant.

IV.—Salaries of the Subordinate establishment.

V.—All expenditure connected with the erecting and repairing of dispensary buildings, ground rent, &c.

VI.—Cost of native medicines, &c.

Dispensaries.

VII.—Cost of dieting in-door patients when there are any.

VIII.—Cost of European medicines and instruments which may be required over and above the scale allowed by the Deputy Surgeon General. These will be given at cost price.

IX.—All other expenditure, contingencies, &c., including registers, stationery, &c., not required by the medical department.

*Rule IV.*—The Deputy Surgeon General will draw out certain fixed scales of European medicines, instruments, &c., adapted to dispensaries of various sizes. He will also determine on the report of the local medical officers the scale which should be applied to each dispensary as sanctioned according to its probable legitimate requirements, and notify this to the Civil Surgeon of the district, for the information of the Dispensary Committee.

*Rule V.*—Appointments of subordinate medical officers under these rules by the Deputy Surgeon General will be subject to the confirmation of the Chief Commissioner.

234 The following statement as drawn up by the Deputy Surgeon General, contains the scale of medicines and instruments to be allowed to each class of dispensary.

II. New instruments will not be allowed yearly, nor will it be necessary to indent for the whole amount of each medicine entered in the scale now sanctioned. The lists show what each dispensary should have in store at the commencement of the year, and in the annual indent should be entered only so much as will be required to bring up the stock to the prescribed scale. Thus, at a first class dispensary, if only 1 pound of Acacia Gummi have been used during the year, 1, not 2 pounds should be indented for.

III. When any new instruments are indented for, it should be explained how the old ones have become unserviceable.

IV. Any medicines that are required in excess of the sanctioned scale must be paid for from Local Funds.



*Standard Scale of Medicines and Instruments prescribed by the  
Chief Commissioner for all 1st, 2nd, and 3rd Class Dispensaries,  
in the Province of Oudh, according to rules laid down in  
Circular No. 28-3679, dated 30th June 1874.*

No.	Articles.	1st Class Dispensary.	2nd Class Dispensary.	3rd Class Dispensary.	Remarks
		Required for ensuing 12 months.	Required for ensuing 12 months.	Required for ensuing 12 months.	
		lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	
1	Acaciæ Gummi, ...	2 0 0	1 0 0	1 0 0	
2	Acetum Scillæ, ...	1 0 0	0 8 0	0 8 0	
3	Acid, Acetic, ...	1 0 0	0 8 0	0 8 0	
4	„ Gallic, ...	0 4 0	0 2 0	0 1 0	
5	„ Hydrochloric, ...	0 8 0	0 4 0	0 2 0	
6	„ Nitric, ...	0 8 0	0 4 0	0 2 0	
7	„ Sulphuric, ...	1 0 0	0 8 0	0 4 0	
8	„ Tartaric, ...	1 0 0	0 8 0	0 4 0	
9	Aloes Socotrina, ...	0 4 0	0 2 0	Nil.	
10	Ammonia Carbonas, ...	2 0 0	1 0 0	0 12 0	
11	Antimon : Tartrat :, ...	0 4 0	0 2 0	0 1 0	
12	Argent : Nitras, ...	0 2 0	0 1 0	0 1 0	
13	Atees, ...	6 0 0	4 0 0	4 0 0	
14	Calamina preparata, ...	0 8 0	0 4 0	Nil.	
15	Camphora, ...	1 0 0	0 8 0	0 4 0	
16	Chaulmoogra oil, ...	2 0 0	1 0 0	1 0 0	
17	Chiretta, ...	6 0 0	4 0 0	3 0 0	
18	Chloroform, ...	1 0 0	0 8 0	0 8 0	
19	Cinchonæ pulv : ...	4 0 0	2 0 0	1 0 0	
20	Copaiba, ...	2 0 0	1 0 0	1 0 0	
21	Creosotum, ...	0 2 0	0 1 0	0 1 0	
22	Creta preparata, ...	4 0 0	2 0 0	2 0 0	
23	Cubebs, ...	2 0 0	1 0 0	0 8 0	
24	Cupri sulph, ...	0 4 0	0 2 0	0 1 0	
25	Emplastrum, Cantharidis, ...	1 0 0	0 8 0	0 8 0	
26	„ Picis, ...	1 0 0	0 8 0	0 4 0	
27	„ Resinæ, ...	5 0 0	3 0 0	1 0 0	
28	Extract Belladonnæ, ...	0 2 0	0 1 0	0 1 0	
29	„ Cannabis, ...	0 2 0	0 1 0	Nil.	
30	„ Colocynth : Co. ...	0 8 0	0 4 0	0 2 0	
31	„ Hyoscyami, ...	0 4 0	0 2 0	0 1 0	
32	Ferri sulphas, ...	0 8 0	0 4 0	0 2 0	
33	Hydrarg : Calomelanos, ...	0 8 0	0 4 0	0 3 0	
34	„ Corrosiv : Sublim :, ...	0 1 0	0 ½ 0	0 ½ 0	
35	„ Cum Cretâ, ...	0 2 0	0 1 0	0 1 0	
36	„ Iodum Rubrum, ...	0 6 0	0 4 0	0 2 0	
37	„ Oxid Rubrum, ...	0 1 0	0 ½ 0	0 ½ 0	
38	Iodum, ...	0 2 0	0 1 0	0 1 0	
39	Ipecac : Rad : Pulv : ...	2 0 0	1 0 0	1 0 0	

Dispensaries.

*Standard Scale of Medicines &c.,—(Continued.)*

No.	Article.	1st Class Dispensary.	2nd Class Dispensary.	3rd Class Dispensary.	Remarks.
		Required for ensuing 12 months.	Required for ensuing 12 months.	Required for ensuing 12 months.	
		lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	
40	Jalapæ,	2 0 0	1 0 0	0 8 0	
41	Kamela,	0 8 0	0 4 0	0 3 0	
42	Liniment : Opii,	2 0 0	1 0 0	<i>Nil.</i>	
43	„ Saponis,	4 0 0	2 0 0	1 0 0	
44	Liq : Ammonia,	2 0 0	1 0 0	1 0 0	
45	„ Arsenicalis,	1 0 0	0 8 0	0 8 0	
46	„ Plumbi Subacet :	0 8 0	0 4 0	0 2 0	
47	„ Potassæ,	0 8 0	0 6 0	0 4 0	
48	Magnesia Carbonas,	0 6 0	0 4 0	0 2 0	
49	„ Sulphas,	8 0 0	6 0 0	4 0 0	
50	Morphia hydrochlor :,	0 1 0	0 1 0	0 ½ 0	
51	Ol : Crotonis,	0 1 0	0 1 0	0 ½ 0	
52	„ Menth : Pip :	0 2 0	0 2 0	0 1 0	
53	„ Papaveris,	2 0 0	1 0 0	1 0 0	
54	„ Ricini,	4 doz.	3 doz.	2 doz.	
55	„ Terebenth,	2 0 0	1 0 0	1 0 0	
56	Opium,	1 0 0	0 8 0	0 6 0	
57	Pil : Hydrargyri,	0 4 0	0 3 0	0 2 0	
58	„ Scilla comp,	0 4 0	0 3 0	0 2 0	
59	Plumbi Acetat,,	0 6 0	0 5 0	0 3 0	
60	Potassæ Nitras,	0 8 0	0 4 0	0 4 0	
61	Potassii Iodidum.	1 0 0	0 12 0	0 8 0	
62	Pulv Antimonialis,	0 4 0	0 3 0	0 2 0	
63	„ Cretæ comp c opio, .	0 8 0	0 6 0	0 4 0	
64	„ Ipecac c opio,	0 12 0	0 8 0	0 6 0	
65	Quinine Sulphas,	2 0 0	1 0 0	1 0 0	
66	Rhæi pulvis,	0 8 0	0 4 0	0 4 0	
67	Sarza (Ununtomool),	4 0 0	2 0 0	1 0 0	
68	Sennæ folia,	4 0 0	2 0 0	1 0 0	
69	Sodæ Bicarbonas,	1 0 0	0 12 0	0 8 0	
70	Sptus : Ammon : Aromatic,	1 0 0	0 8 0	0 6 0	
71	„ Etheris Nitrosi,	0 12 0	0 8 0	0 6 0	
72	„ Etheris,	0 8 0	0 6 0	0 4 0	
73	„ Vin : Rectif :	2 0 0	1 0 0	1 0 0	
74	Strychnia,	10 grains.	8 grains.	<i>Nil.</i>	
75	Sulphuri sublimat,	2 0 0	1 0 0	1 0 0	
76	Tinct Camph c opio,	3 0 0	2 0 0	1 0 0	
77	„ Catchu,	2 0 0	1 0 0	0 8 0	
78	„ Ferri perchloris,	1 0 0	0 12 0	0 8 0	
79	„ Hyoscyami,	0 12 0	0 8 0	0 6 0	
80	„ Iodi,	3 0 0	2 0 0	1 0 0	
81	„ Opii,	4 0 0	3 0 0	2 0 0	

## Standard Scale of Medicines &amp;c.,—(Continued.)

## Dispensaries.

No.	Article.	1st Class Dispensary	2nd Class Dispensary	3rd Class Dispensary.	Remarks.
		Required for ensuing 12 months.	Required for ensuing 12 months.	Required for ensuing 12 months.	
		lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	
82	Unguent : Hydrag : Fort :	0 12 0	0 8 0	0 4 0	
83	„ „ Nitrat,	0 8 0	0 6 0	0 2 0	
84	„ Resinæ,	2 0 0	1 0 0	1 0 0	
85	Vin : Antimonial :	0 12 0	0 8 0	0 4 0	
86	„ Ipecac :	2 0 0	1 0 0	1 0 0	
87	„ Opii,	0 4 0	0 3 0	0 2 0	
88	Zinci Sulphas,	0 12 0	0 8 0	0 6 0	
INSTRUMENTS.					
1	Capital case,	One	Nil.	Nil.	
2	Dead's enema stomach pump,	One	One	One	
3	Lithotomy instruments (set),	One	Nil.	Nil.	
4	Catheters (set),	One	Nos. 6, 8	Nos. 6, 8	
5	Pocket dressing case,	One	One	One	
6	Abscess lancet,	0 2 0	0 1 0	0 1 0	
7	Vaccinating ditto.	0 4 0	0 2 0	0 1 0	
8	Post mortem case,	One	One	Nil.	
9	Hydrocele apparatus,	One	One	One	

235. All indents for medical stores to be headed "debitable to Provincial Municipal or Local Funds," as the case may be.

Finl. Dept. Res. No. 634  
28th January 1874.

## OF THE MANAGEMENT OF DISPENSARIES.

236. Subject to the control of the Inspector General of Dispensaries, the general management of dispensaries will be under the direction of a local committee, to consist of the Commissioner of the division, *President*; the Deputy Commissioner, *Vice-President*; and the Civil Surgeon, together with such other residents of the station, European and Native, as the Government may be pleased to appoint on the recommendation of the committee.

Circular 48 of 1867.

The names of members other than *ex officio* members will be published in the local gazette.

The Civil Surgeon, besides supervising the professional business of the dispensary, will be *ex officio* secretary to conduct the corres-

Dispensaries. pondence of the committee, and general manager of the affairs of the institution.

The committee will supervise the expenditure of the funds of the dispensary ; and all monthly bills for bazaar medicines, contingencies, or dieting in-door patients, must be passed by them, and bear the signature of the Secretary, and President, or Vice-President.

The committee will further have the power to appoint or dismiss the servants or officers of dispensaries, except the superintendent and assistant surgeon in charge ; provided that, in the case of hospital assistants in charge of dispensaries, the appointment or removal be made with the concurrence of the Deputy Surgeon General.

#### DISPENSARY FUNDS.

237. All the funds of dispensaries receiving aid from Government, except the salaries of the officers and establishments receiving their pay from Government, shall be kept in deposit in the Government treasury, and shall be drawn therefrom only on receipts signed by the Secretary as disbursing officer.

#### OF THE DUTIES OF SUPERINTENDENTS OF DISPENSARIES.

238. In addition to the duties required by the medical department, the superintendent will, in his capacity of secretary to the local dispensary committee, be expected to see that a day-book of receipts and expenditure is regularly kept up in all dispensaries under his superintendence, and that the monthly bills are duly and properly submitted from the sadr dispensary and its branches.

The superintendent will further be expected to visit and inspect from time to time all branch dispensaries in the district.

For all such visits he will be entitled to draw travelling allowance at the usual rate, *viz.*, 8 annas a mile if a civil surgeon, and 4 annas a mile if an assistant surgeon, and, in the case of dispensaries at the head quarters of subdivisions, he will also be entitled to deputation allowance at Rs. 5 per diem if a civil surgeon, and three-tenths of his salary if an assistant surgeon ; provided that, in the case of dispensaries in charge of assistant surgeons, the visits are not more frequent than once a

quarter, and in the case of dispensaries in charge of hospital assistant three times a quarter.

Dispensaries.

Where the superintendent of a dispensary is in charge of a civil station in addition to military duties, inspection of outlying dispensaries will not be insisted upon ; but should he undertake to make such inspection periodically, he will be entitled to the regulated allowances.

The superintendent will further submit annual reports of the state, &c., of the dispensaries, and generally of the sanitary condition of the district, and he will furnish such periodical returns as may be called for by the Inspector General of Dispensaries.

#### OF THE INSPECTOR GENERAL OF DISPENSARIES.

239. The Deputy Surgeon General is *ex officio* Inspector General of Dispensaries in the province.

He is responsible to the Chief Commissioner for the proper enforcement of all of the present rules, and for supervising the management and expenditure of all dispensaries in the province.

He will examine and inspect dispensaries during his annual tours, and furnish an annual report of the state of each dispensary for the information of Government. See also *Reports and Returns*.

He is further entitled to call for special or periodical returns of expenditure, number of patients treated, operations performed, cost of dieting, &c., in such form as he may consider suitable.

Any correspondence relating to the construction, establishment, &c., of new dispensaries, or the increase and decrease of establishments, will be submitted through him to the Chief Commissioner by the President of the Committee ; and he is to be informed of all changes in the officers in charge of dispensaries, whether superintendents, assistant surgeons, or hospital assistants.

The above rules are not intended in any way to interfere with or supersede the functions of the chief medical authorities.

240. The Sanitary Commissioner will be considered a visitor of all hospitals and dispensaries, and the annual reports will be available for the preparation of his sanitary report, which will be for the financial year.

Circular 63 of 1863.

## Dispensaries.

## MISCELLANEOUS.

241. The names of all benefactors to dispensaries, to the amount of Rs. 10 or upwards, should be recorded henceforth in English and vernacular, and placed in a conspicuous position in the dispensary building; and the names of all those who have contributed Rs. 50 or upwards should be submitted with the annual report for the information of the local government.

Circular 22 of 1866.

242. Dispensaries shall be furnished each with a copy of the *Indian Medical Gazette*.

## Dispensaries.—Medical Stores for—

Secy. to the Govt. of India Mily. Dept. No. 291, 8th August 1873.

243. To reduce as much as possible the inconvenience caused by repeated demands on England for medical stores, the full requirements of the year, should be included in the annual indents.

Indents for quinine or other medical stores should not be forwarded direct to the Secretary of State, but to the Military Department, which will, after review in the accounts branch, transfer the papers for disposal to the Financial Department.

Circular 40 of 1874.

244. Annual indents for medical stores should be prepared and submitted direct to the Deputy Surgeon General by the end of October. That officer after revising and checking the indents will forward them to the Surgeon General.

## Distances.

Circular 53 of 1867.

245. The following revised polymetrical table of distances is published for general information:—

Oct 13 1876

	Lucknow.	Pratāgarh.	Sultānpur.	Rāi Bareilly.	Unāo.	Nawābganj.	Hardui.	Sitapur.	Lakhimpur.	Bhāraich.	Fyzabad.	Gonda.
PRATAGARH, ...	*101											
SULTANPUR, ...	86	25										
RAI BAREILLY, ...	48	53	60									
UNAO, ...	38	110	117	57								
NAWABGANJ, ...	17	*122	*97	60	55							
HARDUI, ...	66	*167	152	114	72	33						
SITAPUR, ...	52	*153	138	100	90	69	40					
LAKHIMPUR, ...	82	183	168	130	120	99	*70	30				
BHARAICH, ...	75	130	105	*118	*113	58	*100	60	60			
FYZABAD, ...	78	61	36	70	*116	61	144	*130	*129	69		
GONDA, ...	70	90	65	99	108	60	136	100	130	40	29	
GORUCKPORE, ...	158	*141	*116	150	*106	141	224	*210	*240	*149	80	110
AZINGARH, ...	*163	66	80	*138	*196	146	*220	*215	245	154	85	114
JOUNPUR, ...	*146	47	60	*100	*167	*141	212	198	228	149	80	109
ALLAHABAD, ...	*136	35	60	70	127	157	202	188	218	165	96	125
FUTTEHPUR, ...	82	*87	94	34	*91	94	148	134	164	157	104	133
CAWNPUR, ...	48	120	127	67	10	65	82	*100	130	123	126	118
SHAHJEHANPUR, ...	104	205	190	*152	*142	*121	41	57	87	117	182	167

\*Via Rāi Bareilly  
 \*Via Fyzabad.  
 \*Via Lucknow and Rāi Bareilly.  
 \*Ditto ditto.  
 \*Via Sitapur.  
 †Via Lucknow, \*via Sitapur †via Nawābganj.  
 †Via Lucknow, \*via Bhāraich.  
 †Via Fyzabad, \*via Fyzabad and Lucknow.  
 †Via Fyzabad, \*via Pratāgarh.  
 †Via Sultānpur, \*via Pratāgarh, †via Fyzabad.  
 \*Via Pratāgarh.  
 \*Via Rāi Bareilly.  
 †Via Lucknow, \*via Lucknow, but via Hardui, the distance is only 113.



246. Is the officer in immediate charge of the police of a district, and of the cantonment police where such a force is enrolled. He is responsible for everything connected with the force. He is subordinate and responsible to the Deputy Commissioner as regards the discipline and police employment of the force, and to the Inspector General direct as regards its drill and internal economy. As regards guards and escorts the Deputy Commissioner will receive orders usually from the Inspector General, though the Deputy Commissioner may strengthen them in any emergency when he may think proper.

**District Supdt. of Police**  
Circular 32 of 1860.  
Circular 29 of 1868.

247. The District Superintendent will have his office in the cutcherry. He is primarily responsible for all police returns and for the carrying out of all lawful orders issued by magistrates to the police.

248. The District Superintendent is bound to bring to the notice of the Deputy Commissioner any occurrence of importance that may be reported in the diaries received from the several police stations. Neglect of this very important duty on the part of a District Superintendent has recently led to the most serious consequences.

249. The District Superintendent may be employed by the Deputy Commissioner in executive work in the interior of the district, though not so as to interfere with his proper duties.

Circular 127 of 1864.

250. The District Superintendent is responsible primarily that the chaukidárs are properly paid. They should make their complaints to him, and may do so on plain paper, and, if he finds they have a case, he will report it to the Deputy Commissioner. It is the duty of the District Superintendent to report at once to the Deputy Commissioner any talukdár or other landholder who does not perform his obligations laid down under the head of *Police Rural*.

Circular 20 of 1865.

Circular 28 of 1868.

For detailed duties of District Superintendent—see *Police Manual*.

251. Declarations under Section 11 Act X of 1865 shall be deposited in the office of the Judicial Commissioner.

**Domicile.**  
Circular 56 of 1865.

252. Military officers in civil employment are to wear civil dress ordinarily. When they wear uniform they are to adhere strictly to that of the corps to which they belong.

**Dress.**  
Circular 16 of 1864.



**Doli.**

Circular 82 of 1867.

253. The same doli are not to be used for the conveyance of dead bodies and of wounded persons from police to sadr stations. If necessary, a second doli will be kept at police stations for the conveyance of the wounded only; and Commissioners are authorized to sanction the charge incurred in providing them.

**Ecclesiastical.**

254. The following resolution regarding ecclesiastical fees is published for information :—

Chief Commr.'s Notn. No. 4433, 5th October 1869,

*Extract from the Proceedings of the Government of India in the Home Department (Ecclesiastical), under date Simla, the 29th September 1869, No. 474.*

“ Read again the resolution recorded in this department on the 18th September 1868, on the subject of ecclesiastical fees throughout India, and the rules for the levy of such fees published under Notification No. 548 of the same date.”

“ Read also correspondence in regard to the rules promulgated by the Government of India :—

**REMARKS.**

“ The Venerable the Archdeacon has submitted several questions connected with the interpretation and working of the rules promulgated in September last, and has reported that the regulation as to fees for monuments in cemeteries presses very hardly upon soldiers. Representations have also been received from the Governments of the North-Western Provinces and Madras, and from His Excellency the Commander-in-Chief, the two former suggesting a reduction in the amount of the fees prescribed for the construction of masonry graves and for the erection of monuments; and the Commander-in-Chief recommending the exemption of British soldiers from the payment of fees for ground in cemeteries when masonry graves may be constructed, in like manner as they are exempted from fees for searching registers.”

(2) “ The most important points for the consideration of the Governor General in Council seem to be the incidence of the tax on soldiers and non-commissioned officers, and the alleged excessive nature in all cases of the fees for monuments and masonry graves. As regards the first point, His Excellency in Council is pleased to accept the views of the Commander-in-Chief, and directs that soldiers and non-commissioned officers be exempted from the payment of any fee for the construc-

"tion of masonry graves, or for the erection of monuments in cemeteries. With respect to the incidence of the scale of fees upon others than the two classes just mentioned, His Excellency in Council observes that it is only with the object of providing funds for maintaining the burial grounds in better order than they have hitherto been kept that the fees have been imposed, and he does not desire that the fees should be heavier than is consistent with this object. It is probable that lower rates than those fixed by the former resolution may suffice, and he is therefore pleased to fix the charges as in the appended revised rules."

Ecclesiastical.

(3). "The questions submitted by the archdeacon for the orders of the Government of India refer to minor points. These, as well as certain points in the letter from the Madras Government, which call for orders, will be disposed of separately."

#### RULES.

I.—"No fees are charged for the performance of the rite of baptism or burial, or for the registration of the performance of these offices."

II.—"In addition to the fee for the surrogate's license, a fee of Rs. 10 shall be charged on all marriages by license, except the marriages of officers and others in the military or naval service of Her Majesty."

III.—"The fee for the surrogate's license shall be Rs. 50, both at the presidency towns and in the interior. No fee will be charged on marriages by banns."

IV.—"When registers are searched and copy of any entry given, a fee of one rupee shall be charged for the first year,\* and four annas for every additional year over which the search may extend, as well as a fee of one rupee for the certificate. Soldiers, sailors, and non-commissioned and petty officers are exempted from payment."

V.—"A fee of eight annas for every square foot of ground occupied shall be charged for the construction of any masonry grave in a burial ground."

VI.—"A further fee of one rupee per square foot shall be levied on the erection of a monument in a burial ground; provided, however, that for a simple headstone or flat slab of the size of an ordinary headstone, an uniform fee of Rs. 15 only shall be charged. A fee of Rs. 75 shall be levied on a faculty for the erection of a monument in a church."

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\* The first year shall be taken to mean any one year indicated by the applicant.

## Ecclesiastical.

VII.—“The fees levied on the construction of masonry graves and the erection of monuments shall form a fund for keeping the burial ground and church compound in order, except in Calcutta and Bombay, where they will be credited to Government.”

VIII.—“British soldiers and non-commissioned officers are exempted, with retrospective effect, from the payment of any fee for the construction of masonry graves, or for the erection of monuments in burial grounds to the memory of their comrades, wives, or children. No monument, however, either regimental or private, shall exceed six square feet, and no masonry grave shall occupy more ground than an area of eight feet by four. The simple stone slab or headstone should be generally adopted.”

IX.—“The chaplain may at his discretion reduce, or altogether remit, in cases of extreme poverty, the fee for searching registers and making copies, as well as the fee leviable on the construction of masonry graves, but not for the erection of monuments.”

Finl. Dept. Res. No. 3015,  
3rd September 1870.

“The Governor General in Council is pleased to approve, unreservedly, of that part of the revised Rule X of the Ecclesiastical Fee Rules which directs that the fees for masonry graves shall be paid into the local treasury for repairing the walls, gate, and paths, and that the fees for monuments in churches shall be paid over to the charitable objects to which the Bishop assigns them when his faculty is issued. His Excellency in Council also approves of the extension to burial grounds generally, with the exception of those in the Presidency Towns of Calcutta, Madras, and Bombay, of the remainder of the revised Rule X. which directs that the fees for cemetery monuments shall be retained by the Chaplain to form a fund under the management of himself and the church committee for the decoration of the cemetery by planting trees and shrubs and for repairing tombs.”

“*Extract from the Proceedings of the Government of India, in the Home Department (Ecclesiastical), under date Simla, the 29th September 1869, No. 490.*”

## RESOLUTION.

“In the 3rd paragraph of the resolution recorded to-day on the subject of ecclesiastical fees throughout India, certain questions connected with the interpretation of the rules for the levy of such fees, submitted

“by the Venerable the Archdeacon of Calcutta, as well as certain questions referred by the Madras Government for decision, having been reserved for separate consideration, His Excellency the Governor General in Council now proceeds to consider and dispose of those questions, which are as follows. The answers are appended to each question :—

Ecclesiastical.

*Question I.*—“Whether certificates copied from returns kept in the orderly rooms would not suffice for soldiers; or, if not, whether orderly room clerks might not be allowed to make copies out of chaplain’s registers?” The difficulty does not seem of any importance, but in order to obviate it, it may be ruled that the chaplain’s clerk shall make the copies of the certificates, and a fee of one anna will be charged in future to cover the expense of the stationery used in furnishing the extract, the amount being entered in the contingent bill of the staff officer of the station instead of being levied on the soldier.”

*Question II.*—“To whom is the monumental fee in a cemetery to be given? Is it to be disposed of as a monumental fee in a church?”  
 • “It is clear from the tenor of the rules that monumental fees in a cemetery should be paid to the chaplain, to be duly accounted for to Government, and spent in the maintenance in proper order of the burial ground and tombs.”

*Question III.*—“Is the fee for a monument, which is defined as double the amount of the fee for a masonry grave, to be understood as including the fee for the grave?” When a monument is erected over a masonry grave, the total of the two fees will, by the amended  
 • “rules, be equivalent to one and a-half rupees for each square foot of ground occupied.”

*Question IV.*—“Is any fee to be levied on the construction of a masonry grave which is not built up to the level of the ground, but which is only over and round the coffin?” The Governor General in Council  
 “if of opinion that the fee leviable on a masonry grave regularly built up to the level of the ground should be charged in such cases also.”

*Question V.*—“When the top of a masonry grave or of a grave without brick-work is flagged with a single slab of stone, either quite plain,  
 “or with an inscription of name and date to prevent removal, or with

Ecclesiastical.

"only the latter, and a little carving, as of a cross in relief, is the stone to be considered a monument and charged for accordingly?"

"This is provided for in the amended rules."

*Question VI.*—"What constitutes a masonry grave, and what should be its dimensions? Is a simple headstone enclosed by four posts and a railing to be considered a monument?" Separate provision is made in the amended rules for simple headstones, which set the latter question at rest. No doubts ought to arise as to what a masonry grave is."

*Question VII.*—"Can a stone laid flat on a grave exceed the size of a simple headstone?" A stone laid flat, if not larger than a headstone, should be subjected to the smaller fee prescribed in Rule VI. of the amended rules; if larger, it should be regarded as a monument."

*Question VIII.*—"Is a tablet on the wall of the cemetery to be considered as a monument?" Such a tablet should be regarded as a monument."

*Questions IX. and X.*—"Can an undertaker use a masonry grave before paying the fee, and to whom is the fee to be paid? If it is to be paid in advance, and to the treasury, what is to be done if a person dies after 3 P. M., or on a Sunday, or during holidays?" The fee should be paid to the chaplain; but His Excellency in Council sees no necessity for requiring that it should be paid in advance, and there need therefore be no difficulty as to burials on Sundays and holidays."

*Question XI.*—"Can a grave or ground be purchased in anticipation?" "This must be left to the discretion of the chaplain."

*Question XII.*—"To whom is the Government to look for the payment of a ground or monumental fee?—the undertaker, or the individual ordering the grave or monument?" The undertaker is responsible for the payment of the prescribed fee for a masonry grave or a monument, but where there is no undertaker, the individual ordering a grave or a monument should be held responsible for it."

Question XIII.—“Do the same rules apply to Dissenters and Roman Catholics?” As all graves, whether of Roman Catholics, Dissenters, or members of the Established Church, require an equal amount of care for their maintenance, they should all be subject to the same rules in regard to fees.”

Ecclesiastical.

Question XIV.—“Is any discretion to be allowed to the chaplain in charging the fee?” His Excellency in Council will not object to vest the chaplain or other officer in charge of the burial ground with the power of reducing or remitting altogether to persons of known poverty the fee for searching registers and making copies, as well as the fee leviable on masoury graves. But the fee for monuments is not to be reduced or remitted on such grounds. “This is provided for in the amended rules.”

254 & C. 22 of 75 - 254 R. G. 60 of 75 - 254 C.

255. The educational department is under the control of the Director of Public Instruction, with such assistance as the Government may from time to time sanction.

254 37 of 75 - 254 R. G. 60 of 75 - 254 C.  
254 33 of 75 - 254 R. G. 60 of 75 - 254 C.  
254 37 of 75 - 254 R. G. 60 of 75 - 254 C.  
254 33 of 75 - 254 R. G. 60 of 75 - 254 C.

Education.

Circular 2 of 1864.

256. The Director corresponds with the Chief Commissioner through the Secretary; and general orders in this department affecting commissioners or district officers are issued direct from the Chief Commissioner's office.

257. Under such instructions as he may receive from time to time from the Chief Commissioner, the Director has full authority over all the government schools. He is also the official inspector and reporter upon all aided schools, and the general adviser of the Chief Commissioner on educational matters. He will submit an annual report for the official year.

258. District officers will submit all applications for grants-in-aid through the Director, and though they will receive all orders on educational matters through the regular channel, they should seek the advice and assistance of the Director in the management of the private schools in their districts, and give every attention to such remarks as he may offer upon them. The Chief Commissioner is desirous that the fullest and freest confidential communication should take place between district officers and the Director regarding the schools in their districts, whether Government or private.

Education.

259. With a view to utilize the efforts of Government officers as far as possible in the cause of education, and to enlist the no less powerful co-operation of influential native gentlemen, the Chief Commissioner has been pleased to issue the following rules:—

Circular 34 of 1872.

RULES FOR EDUCATIONAL COMMITTEES.

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I.—Educational Committees shall be of two kinds,—

(1)—District Educational Committees.

(2)—School or Sub-Committees.

II.—District Educational Committees will not consist of less than eight members, and will be composed as follows :—

The Commissioner of the Division—President.

The Deputy Commissioner—Vice-President.

ORDINARY MEMBERS.

The Director of Public Instruction.

The Inspector of Schools.

All Assistant Commissioners.

The District Superintendent of Police.

All Extra Assistant Commissioners.

The Tehsildars of the District.

The Head Masters of the Zil'a Schools.

The Deputy Inspectors of Schools.

III.—District Educational Committees shall meet at least once a quarter for the transaction of business, and shall forward by the 20th of July, 20th October, 20th January, and 20th April, copies of their proceedings for the information of the Director of Public Instruction.

IV.—In the case of Government Schools, District Committees will give no direct orders, but will observe the internal management of the various schools in the district, the conduct of the teachers, the subscription funds and the extension of education amongst the masses.

V.—Each District Educational Committee shall, where possible, appoint school or sub-committees for every Government school in their district. The members of such school or sub-committees should be usually selected by the Deputy Commissioner, who may from time to time add to their number.

VI.—No school or sub-committee shall consist of less than 4 members, and the head master of the school shall be ex-officio secretary to the sub or school committee.

VII.—School committees will not interfere in the management of any school or give direct orders to the masters; but the committee should visit each school at least once a month, and record their remarks in the school minute book, either themselves or by the secretary. They should note whether the masters and scholars are regular in their attendance, and whether the work of the school is carried on in a satisfactory manner.

VIII.—Copies of the remarks of the school committees will be forwarded by the head master, when such remarks are important, to the district committee, on or before the 1st July, 1st November, 1st January, and 1st April, and to the Inspector of Schools.

IX.—Masters of schools will pay all due courtesy to members of the committees when visiting the schools under their supervision; will supply all information in their power, and will consult the members regarding measures calculated to promote the efficiency of the school.

X.—Any boy claiming exemption from schooling fees must be brought before the committee by the master, and the committee will decide whether the boy should be admitted as a free student.

XI.—Any boy, whom from misconduct or from not paying fees, or from not being provided with school books, the master considers ought to be removed from the school, must be brought before the committee for their decision before the removal can be carried out. For gross immorality or insolence, the master may expel at once, reporting the circumstances for the confirmation of the committee.

XII.—When boys attend school irregularly, or are careless and inattentive at their lessons, it will be the duty of the committee to bring his conduct to the serious notice of the boy's parents or guardians.



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XIII.—Donations will be at the disposal of the committee, subject only to the post audit of the Director of Public Instruction. The fund should be used to keep the school furniture in repair, to repair the school-house, to purchase books for the library, and for poor scholars and to found scholarships. The pay of no teacher should be increased without the sanction of the Inspector of the circle, who will report the increase to the Director of Public Instruction.

XIV.—The money subscribed may, if necessary, be kept in the hands of a respectable native banker (should the committee be a sub-committee) and will be withdrawn only on a requisition signed by two members of the committee; but sub-committees may themselves give orders regarding the safe custody of small sums.

XV.—The secretary, that is the school-master, will keep a book showing the receipts and disbursements of the subscription fund. This book will be balanced before the monthly meeting of each committee, and will be signed by at least two of the members.

XVI.—The committee may, in cases of urgent necessity, give leave not exceeding two days, to any of the masters, provided the head master, in the case of his subordinates, recommends such leave. But such leave may not be given more than once to any particular master during the year, and will never be given by school committees save in case of urgent necessity, when head masters cannot apply to Deputy Inspectors in sufficient time. Head masters applying unnecessarily to sub-committees for leave will be held responsible. The leave will always be reported to the Deputy Inspector by the head master.

XVII.—The constant aim of all the committees should be to extend and popularise education. Any suggestions the committee may offer to promote these objects will invariably receive careful attention.

XVIII.—District committees will correspond directly with the Director of Public Instruction, and all other committees with the Deputy Commissioner as vice-president of the district committee, or with the Inspector of the circle.

XIX.—The conduct of those committees that fulfil their duties by promoting education amongst their countrymen will be brought to the notice of the Chief Commissioner.

XX.—To keep Deputy Commissioners informed of the progress made in the vernacular schools of their district, the Deputy Inspector will send to the secretary district educational committee, and will produce at each quarterly meeting of the district educational committee an abstract quarterly statement showing the number of schools and pupils, and the average attendance for the past quarter compared with that preceding, so also head masters of all anglo-vernacular schools will send copies of their quarterly statements to the secretary district educational committee in time for their production at the usual quarterly meeting.

XXI.—The tehsildárs besides being ex-officio presidents of the sub-committee of management of the tehsil schools, are expected to visit and encourage so far as practicable all educational institutions within their tehsils.

The tehsildárs will always have an opportunity of recording their opinion on the progress of education at the monthly meetings of the tehsil school sub-committees, or at the quarterly meetings of the district educational committees. This opinion and any suggestions the tehsildár may have to make, may, when not recorded in the proceedings of the district educational committee, be dealt with as provided in rule 8.

XXII. Tehsildárs will see from the preceding rule that they are themselves officially concerned regarding the success or failure of education in their own tehsils, and more especially regarding the success or failure of the tehsil schools.

XXIII.—The Chief Commissioner believes that if the official and non-official members of the committees show a personal interest in the schools, the results will be most beneficial. This interest will best be evinced by their visiting the schools, by their occasionally examining the scholars, by their enquiring into the management and course of instruction, and by advice and encouragement to the teachers. The principal officers of Government may sometimes effect much good by judicious advice to the native gentry regarding the importance of taking advantage of the schools for the education of their own children and of those of their tenantry.

XXIV.—Commissioners and Deputy Commissioners should endeavour to be present at the distribution of prizes, and on other public occasions, and they should invite the members of the committee and

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other gentlemen of the neighbourhood to accompany them on these occasions.

XXV.—The Deputy Commissioner will, as vice-president of the educational committee, submit through the Commissioner to the Director of Public Instruction on or before 15th April, a brief annual report on the state of education in the district during the preceding official year. School masters, school managers, and Deputy Inspectors will furnish the Deputy Commissioner with copies of the annual statistical statements, which they send to the Director of Public Instruction. It will not be necessary for the Deputy Commissioner to send these statements with his report, as the Director of Public Instruction receives them direct from his own subordinates, or from the school managers. They will be supplied to the Deputy Commissioner for his own information. He may remark upon them at his discretion, but his report should rather be a brief report of what he himself or the committee or sub-committee have observed, the steps they have taken to further education, and the results obtained.

XXVI.—The Deputy Commissioner's annual report should always contain special mention of those gentlemen who have interested themselves in education during the year, and especially of Extra Assistant Commissioners, tehsildárs, and other native officials. The names will be brought to the particular notice of the Chief Commissioner by the Director of Public Instruction in his report.

Circular 63 of 1864.  
Circular 3 of 1868.

260. The control of the school fund, as distinct from the school cess, rests with the district committee, but they should seek the advice of the Director as to its disposal.

261. The control of the school cess rests with the Director of Public Instruction, under the orders of the Chief Commissioner. Half-yearly reports of the state of the school cess are to be made by district officers to the Director of Public Instruction at such time as he may require them.

P. W. Code, Chap. VII  
Cl. 2 Sec. 2.

262. The Director may sanction the expenditure of Rs. 500 for any one work, either new, additional, or repairs, from imperial funds in the Public Works Department. He may sanction the same from the cess if it is provided for in the local fund budget, if not, he must apply for an appropriation, showing that the sum is available from the district school cess.

263. The following are the grant-in-aid rules:—

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GRANT-IN-AID RULES.

Circular 91 of 1864.

I.—The local government at its discretion, and upon such conditions as may seem fit in each case (reference being had to the requirements of each district as compared with others, and to the funds at the disposal of Government), will grant aid in money, books, or otherwise, to any school under adequate local management, in which a good secular education is given through the medium either of English or the vernacular tongue. The erection, enlargement, and repairs of school-houses are included among the objects for which aid may be given. Whenever a building grant is asked for, it must be borne in mind that a plan and estimate of the building, and the number for whose accommodation it is required, should accompany the application.

II.—In the event of any building towards the erection, purchase, enlargement, or repair of which a grant may have been made by Government, being subsequently devoted to any other than educational purposes, the Government shall have the option of purchasing the building at a valuation to be determined by arbitrators, credit being given for the amount of the grant which may have been made by Government.

III. In respect of any such school for which application for aid is made, full information must be supplied on the following points:—

*Firstly.*—The pecuniary resources, permanent and temporary, on which the school will depend for support.

*Secondly.*—The proposed monthly expenditure in detail.

*Thirdly.*—The average number of pupils to be instructed.

*Fourthly.*—The persons responsible for the management.

*Fifthly.*—The languages and subjects included in the course of instruction.

*Sixthly.*—The number and salaries of masters and mistresses.

*Seventhly.*—The nature and amount of aid sought.

*Eighthly.*—The existence of other schools receiving aid within a distance of six miles.

IV.—Any school to which aid is given, together with all its accounts, books, and other records, shall be at all times open to inspection and examination by any officer appointed by the local government for the purpose.

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V.—Girls' schools will receive liberal encouragement on the above principles, but the inspection of the schools by Government officers will not as a rule be enforced.

VI.—The degree of interference to be exercised from time to time by Government with the actual management of a school thus aided will be regulated by the Director of Public Instruction in each particular case, subject to the approval of the Chief Commissioner. Where it is considered inexpedient to exercise any interference, the Government will seek from the frequent reports of its inspectors to judge from results whether a good secular education is practically imparted or not, and it will withdraw its aid from any school which may be for any considerable period unfavourably reported upon in this respect.

VII.—In giving grants-in-aid the following principles will be observed :—

(A).—The Government will always endeavour so to give its aid that the effect shall not be the substitution of public for private expenditure, but the increase and improvement of education.

(B).—Grants will be given to those schools only, with the exception of normal schools and girls' schools, at which *some fee* is required from at least two-thirds of the scholars.

(C).—The Government grant will not in any case exceed the expenditure defrayed by contributions from private persons and *bodies*.

VIII.—It is to be distinctly understood that grants-in-aid will be awarded only on the principle of perfect religious neutrality, and that no preference will be given to any school on the ground that any particular religious doctrines are taught or not taught therein.

IX.—The inspectors shall not make any inquiry in the course of their periodical inspection, into the religious doctrines which may be taught at the schools, but will understand that their duty is strictly confined to matters concerning the secular purposes of the school.

Home Dept. letter No. 9,  
11th January 1871.

264. "I am directed to acknowledge the receipt of your letter No. "5638, dated the 21st November last, submitting an application for "grants-in-aid equal in amount to the sum subscribed by the municipali-  
"ties of certain towns in Oudh, for the extension of primary education  
"within their limits."

II.—“The application is designed to meet the great want which has often been noticed in reviewing the annual education reports of Oudh, the want of primary education in towns, and of a fund similar to the agricultural cess in villages. Although the imperial revenues cannot, of course, bear the entire burden of primary education in towns or villages, such schools have the strongest claims on them for aid and partial support. As a rule the imperial contribution should not exceed one-third of the whole expenditure on account of primary schools; but to encourage the introduction into Oudh of the system of municipal contributions for primary education, the Governor General in Council is pleased to sanction, subject to budget limits, and for the current official year, the application under acknowledgment. From the commencement of next year you will be competent, under the Financial Resolution of the 14th ultimo, to allot the grant at your own discretion, and you will then be in a position to economise your grant by diminishing the proportion of the imperial subsidy, and by making the best of the indigenous schools.”

\* Decentralization Resolution.

“Read again, Financial Department Resolution No. 3334,\* dated the 11th December last.”

Home Dept. Res. No. 64,  
11th February 1871.

#### REMARKS.

“As stated in paragraph 26 of the resolution above-quoted, the policy of the Government in matters connected with education has been laid down in despatches from the Secretary of State; and the conditions on which grants-in-aid should be allowed to private institutions are prescribed in the rules sanctioned by the Government of India. These rules are not, however, quite clear as regards the aid to be afforded by the State towards the provision of the means of elementary education for the masses of the people.”

II.—“The Governor General in Council therefore considers it desirable to explain on what principle it will be permissible to assign, from the sums allotted for educational purposes, grant-in-aid to schools for primary education, and it will rest with the local Governments, under the new system of financial control, to determine in what localities and to what extent such grants shall from time to time be made.”

III.—“It has been repeatedly declared by the Secretary of State that it is a primary duty to assign funds for the education of those who

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"are least able to help themselves, and that the education of the masses therefore has the greatest claim on the State funds. The Government of India desires to maintain this view, but the grant-in-aid rules have in practice been found so unsuitable to primary schools that, except in special cases, such grants-in-aid are seldom sanctioned from the general revenues. It has, moreover, been repeatedly affirmed that we must look to local exertion and to local cesses to supply the funds required for the maintenance of primary schools."

IV.—"These standing orders may seem inconsistent, but they really are not so. The fact is, that primary education must be supported both by imperial funds and by local rates. It is not by any means the policy of the Government of India to deny to primary schools assistance from imperial revenues; but, on the other hand, no sum that could be spared from those revenues would suffice for the work, and local rates must be raised to effect any sensible impression on the masses. This does not lessen the obligation of Government to contribute, as liberally as other demands allow, to supplement the sums raised by local effort. The true policy will be to distribute the imperial funds so far as such funds are available, in proportion to the amount raised by the people from each district."

V.—"The amount at present allotted for primary education under the several local administrations is small, and it is not expected that the local Governments will in any case diminish it. On the other hand, they will have full liberty to increase the allotment, either from retrenchments in other services, or from savings in other branches of education; and it is permissible to assign, from the provincial grant, funds in aid of schools mainly supported by contributions from local cesses or municipal rates. A rule, however, should be laid down that the State contribution is not to exceed one-half of the aggregate contributions from all other sources, or one-third of the total expenditure on education in the school concerned."

VI.—"There will be no objection to special exception being made in the case of poor and backward districts, where the population is large, and the rate, owing to the poverty of the people, is insufficient to give the required quota. In such districts, in the interests of civilization and peace, some special efforts have to be made for the extension of primary education without reference to local contributions."

VII.—“It will also be within the discretion of the local Governments “to assign from the funds for provincial services building grants for “school houses in aid of contributions from the proceeds of local rates, “but with the same limitation as to the proportion of the Government “grant, and subject to any further rules that may be in force in the “Public Works Department.”

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265. The subscriptions of ta'lukdárs to the Canning College are to be collected with the land revenue, at the rate of eight annas per cent. on their sadr jama', and transmitted by district officers to the Commissioner of Lucknow.

Circular 6 of 1865,  
Circular 38 of 1865.

266. School building committees are to be formed in each tahsil composed of the following officers with powers to add to their number :—

Deputy Inspector of Schools.  
Tahsildár  
Inspector of Police circle.

267. As it is essential that persons should not be kidnapped or entrapped into emigrating, an intending emigrant should always be carefully examined privately, apart from his recruiter, and the Magistrate should satisfy himself that the emigrant really knows the nature of the obligation which he has undertaken, and is a consenting party thereto.

Emigration.  
Circular 85 of 1871.

The Magistrate should always certify that these instructions have been fully and faithfully carried out in the column of remarks in the prescribed form :—

*Form of Register to be kept by Magistrates, under Section 27 of Act • VII of 1871.*

Date of registry.	Registered No.	Emigrant's					Father and next-of-kin.					When and by whom recruited.	Depot.	Period of service.	Rate of wages.	Remarks.	
		Name	Sex.	Age.	Caste.	Descriptive marks.	Where residing.	Names of	Age.	Descriptive marks.	District.	Parganah.	Village.	Name of landlord (Zamindar).			

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**Encamping Grounds.**

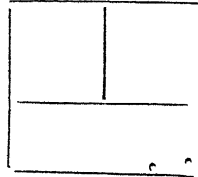
268. Cholera camps are to be ploughed up as soon as the troops quit them.

Mily. Dept. No. 200, 13th  
August 1867.

269. Deputy Commissioners should carry out the wishes of the Government of India, regarding the annual cultivation of one-third of district encamping grounds, taking care that where the land is let for cultivation a different portion is cultivated each year.

Circular 12 of 1874.

II.—It would be inconvenient to cultivate the land in strips of a third each, for if this were done the camp would be divided whenever the centre strip was under cultivation. It will therefore be better for cultivating purposes to divide it thus :—



one portion only to be cultivated each year. The proceeds of the cultivation will be credited to Férri Fund.

III.—The Chief Commissioner wishes all encamping grounds to be treated in the above way, although some of them may be on lines of road along which troops seldom if ever march.

270. The study of the English language should be encouraged among native officials.

271. Candidates for the office of tahsildár, who have a knowledge of the English language, are to have a preference.

272. The following circular directing that written communications with native princes shall be in English is published for information and guidance :—

*Copy of Circular No. 216 from the Secretary to the Government of India, Foreign Department (Political), to the Chief Commissioner of Oudh, dated Simla, the 30th June 1864.*

“You are aware that for some time past, under the orders of the Governor General in Council, in the Foreign Department, the rule has been in force which prescribes that all kharítas from the Governor

“General to native princes and chiefs, all sanads, treaties, or engagements, and, in a word, all communications of importance, must be in English ; and that even when such English documents are accompanied by a translation, the latter is of no valid authority, the text of the English paper being alone referred to as the original and authoritative writing.”

English.

“The object of His Excellency in Council, in now adverting to this rule, is to call your attention to the expediency, where circumstances are favorable to the adoption of such a course, of gradually extending the practice of the use of the English language as the official medium of correspondence with native states and their rulers.”

“Some of the native chiefs have already spontaneously shown a preference for having their correspondence with the British Government conducted in English. The Governor General in Council is of opinion that wherever this inclination is displayed, it should be encouraged, and no difficulties thrown in the way against the regular and systematic adoption of English in supersession of Persian or any other eastern language. His Excellency in Council is well aware that, with respect to the present low condition of even vernacular education in many parts of India, and the utter absence of English teaching in by far the larger number of the smaller states and chiefships, it would be unreasonable to impose, as a general rule to be strictly observed, the use of English as the official language in all public correspondence. However desirable ultimately to attain this end, the Governor General in Council is of opinion that, in the present state of education and general intelligence, the country is not ripe for such a measure, and that it will be quite enough to aim at the gradual extension of the use of English by leaving its employment optional. Judging from the progress in vernacular and English education which the interesting report of the Agent Governor General, Rajpootana, displays, His Excellency in Council is not without hope that some of the native princes may even now see the advantage of adopting a change which cannot fail to facilitate and render more intimate their intercourse with the British Government, whilst the fact that the measure was not forced upon them, but left entirely to their own choice, will free it from any objections that might otherwise be raised, whether on the score of inconvenience, of pride, or of prejudice. It is to these, the more enlightened of the chiefs, who of their own free will prefer the use of English, that the privilege of correspondence in that language should be allowed, and every encouragement afforded

English.

“for the systematic introduction of English as the ordinary medium of communication.”

“In connection with this subject it is not unimportant to observe that though the titles of chiefs may occasionally be foreign to our idioms and practice, yet, as these titular distinctions are prized by those who are entitled to them, the use of English should not be made the occasion for shearing native chiefs of the titles and respectful modes of address to which they are entitled and accustomed. The employment of English in substitution for Persian, or any other eastern tongue, should not be synonymous with a loss of dignity and consideration, for such a result would inevitably set the chiefs against the adoption of English.”

“Much, in a matter of this kind, must depend on the tact and judgment with which native chiefs may be encouraged, often doubtless with much opposition from those whose interests are naturally opposed to such a radical change, to enter upon a new mode of correspondence. But His Excellency in Council is confident that reliance can be placed on the officers of Government to avoid even the semblance of any action that could be misconstrued into an arbitrary application of the instructions of the Governor General in Council. It is impossible to lay down specific rules in such a matter, but after this expression of the general views of the Government of India, there can be little room for mistake as to the scope and spirit of the instructions, which contemplate no coercion of the action of the chiefs, and no backwardness on the part of British functionaries of every class and degree, in cordial co-operation, where a preference for English correspondence is incontestibly shown, in facilitating and in encouraging the change.”

273. Epidemics, either among men or beasts, are to be immediately reported by the Deputy Commissioner to the Secretary, the Commissioner, and the Deputy Commissioners of the districts bordering on his own; and, if the district is conterminous with the North Western Provinces, to the Collectors of the districts adjoining under that Government.

274. Special reports on epidemics will be submitted by the Health Officer through Deputy Commissioners, Commissioners, and the Sanitary Commissioner, for the information of the Chief Commissioner.

275. Applications for all new permanent establishments are to be submitted, with a tabular statement in the following form :—



Establishments.  
Circular 18 of 1862

276. In applying for sanction to any establishment in addition to the tabular statement required by the Financial Department, the following information must be given :—

1st.—Date from which the proposed charge is to take effect.

2nd.—Whether budget provision has been made for it, and if so, under what head.

3rd.—If budget provision has not been made, what proposals, by transfer or otherwise, are made to meet the charge.

4th.—Whether a corresponding, or partly corresponding saving is to be made ; and, if so, what it is, and under what budget heading.

5th.—If the charge is temporary, the date on which it is to cease.

277. If the establishment proposed is to be charged to local funds, the tabular statement may be omitted, but, in addition, it should be stated whether the proposed establishment is, if permanent, to be of the class eligible for pension or not.

Finl. Dept. Res. No. 325,  
12th January 1872.

278. “The following instructions are laid down for calculating the average monthly cost of pay which rises from a minimum to a maximum :—

“It is usual for officers, when submitting propositions for the revision of establishments, to set down the average monthly cost of a pay which rises from a minimum to a maximum, however quickly, at the mean between the minimum and the maximum.”

II. “As a matter of fact, however, the monthly average cost of a pay so fixed, unless the period of rise be very long, is much higher than this. By the present erroneous practice, officers may be led to propose, and perhaps the Government sometimes may sanction proposals for the revision of establishments under a practical misapprehension of their actual financial effect.”

III. “It is not at present possible to show exactly what the average monthly cost of a progressive pay is. No doubt it varies under varying circumstances ; and under all circumstances it depends largely upon the length of the period of rise.”

- IV. "The Governor General in Council is, however, convinced that  
 "the average monthly cost of a pay which rises by five equal annual  
 "increments from a minimum to a maximum, is, at least, the minimum  
 "plus two-thirds, and, in the case of ministerial establishments, three-  
 • "fourths, of the difference between the minimum and the maximum."

V. "His Excellency in Council is accordingly pleased to direct that,  
 "for the present, the average monthly cost of such pay shall be calculated  
 "in this way."

*Examples—*

"The average monthly cost of the pay of an officer in the classified  
 "list in the Financial Department, which rises from Rs. 400 a  
 "month by five annual increments of Rs. 40 to Rs. 600 a month,  
 "is  $\text{Rs. } 400 + \frac{2}{3} \text{ of Rs. } 200 = (\text{Rs. } 134) = \text{Rs. } 534.$ "

"The average monthly cost of the pay of a clerk rising from Rs. 100  
 "a month by five equal annual increments of Rs. 10 to Rs. 150  
 "a month is  $\text{Rs. } 100 + \frac{2}{3} \text{ of Rs. } 50 = (\text{Rs. } 37-8) = \text{Rs. } 137-8.$ "

VI. "If the period of rise is 20 years, the average monthly cost  
 "may be taken at the exact mean."

VII. "In other cases an intelligent estimate may be made."

279. In future no charges involving an increased establishment  
 chargeable to provincial services are to be entered in the budget  
 estimate unless the previous sanction of the Chief Commissioner has  
 • been obtained to the extra establishment, in which case a note should  
 be made opposite the item of the number and date of the letter sanc-  
 tioning the charge.

Circular 43 of 1873.

280. Temporary establishments cannot be kept on beyond the term  
 for which they are sanctioned, without fresh sanction.

Circular 24 of 1861.

281. The following are the rules for the appointment and  
 dismissal of officers on the civil establishments (other than gazetted  
 appointments.)

I.—The Judicial Commissioner, and Commissioners will appoint  
 their own establishments.

**Establishments.**

Finl. Comr's. Book Cir.  
21 of 1867.

II.—Tehsildárs and probationary tehsildárs will be appointed by the Chief Commissioner.

Circular 23 of 1868.

III.—Munsarims and deputy munsarims will be appointed by the Judicial Commissioner,

*Ibid.*

IV.—The appointment of all other officers drawing Rs. 30 or upwards on the establishments of Deputy Commissioners, requires the sanction of the Commissioner.

Circular 59 of 1861.

V.—Deputy Commissioners will appoint to all offices on their establishments the salary of which is less than Rs. 30 a month.

VI.—Similarly, the above officers have the power to dismiss, the person dismissed having the right to appeal.

*281 A. Cir. 68 of 73 - 281 B Cir 36 of 76 - 281 C Cir 19 of 74*

**RULES UNDER THE EUROPEAN VAGRANCY ACT.**

**European Vagrants.**

Home Dept. Res. No.  
4823, 20th October 1870.

282. "In the exercise of the power vested in him by section 34 of "Act XXI. of 1869 (an Act to provide against European Vagrancy), His "Excellency the Governor General in Council is pleased to make the "following rules for the guidance of officers in the administration of "the Act:—

I.—"The expression "person of European extraction" includes, for "the purposes of the Act and these rules, (1) persons born in Europe, "America, the West Indies, Australia, and New Zealand; and (2) the "legitimate son of a father and grandson of a grandfather so born."

II.—"For the arrest and custody of vagrants, European or Eurasian "police officers shall, whenever it may be practicable, be employed "in preference to native police officers."

III.—"Whenever any person apparently a vagrant, refuses or fails "to comply with any requisition made by a police officer under section "4 of the Act,

"whenever any person of European extraction commits an offence "under section 23 of the Act in view of a police officer,

"and whenever any police officer has reason to think that such "offence has been, or is being committed,

"the person so refusing, failing, or offending, may be forthwith arrested, without warrant by the police officer, for the purpose of being produced in the usual manner before the officer empowered to deal with the case."

IV.—"The "subsistence allowance" of the vagrant shall not ordinarily be made over to him, but shall be kept and disbursed on his account by the police or other officer in whose custody he is for the time being."

V.—"No certificate shall be given under section 9, unless there be good ground for believing that the person applying for it is *bonâ fide* in search of employment, has a fair chance of obtaining it, and is of quiet and orderly behaviour."

VI.—"The certificates shall be printed on parchment or paper of very durable character, and shall be in English, with translations in the two principal vernacular languages of the territories under the local Government."

VII.—"The time allowed under section 16 for search after employment, shall not ordinarily exceed two months, and shall not in any case exceed six months."

VIII.—"In the Presidency towns, the Commissioner of Police, and elsewhere Magistrates with full powers, being also Justices of the Peace, shall be competent to act on behalf of the Secretary of State in Council in making agreements under section 17." . .

IX.—"All agreements shall be executed in duplicate, and the officer executing on behalf of the Secretary of State in Council shall retain one of the copies."

X.—"When an agreement has been entered into by a vagrant under section 17, he shall be forwarded, along with the original agreement, in the charge of a police officer to the officer at the port of embarkation, who is empowered by the local Government to receive vagrants; and thereafter, and until his embarkation, he shall remain in the custody of that officer, or of such other officer as the local Government empowers in this behalf."



European Vagrants.

"He shall during such time be entitled to subsistence allowance at eight annas per diem, to be disbursed as directed in rule IV."

XI.—"Local Governments within whose jurisdiction ports are situated shall make all necessary arrangements for the reception and custody of vagrants sent for deportation by other local Governments or authorities in the interior. They will from time to time, as may be necessary, give notice of such arrangements to the forwarding authorities."

XII.—"Road expenses shall be provided by the forwarding authority. All further expenses incurred in proceedings under chapter IV. of the Act, shall be defrayed by the local Government of the port of embarkation on account of the Secretary of State in Council."

XIII.—"No agreement for deportation shall be entered into with any person of European extraction born in this country, and who has never been out of it, unless he satisfies the local Government that he is likely to gain a livelihood in some place out of India."

XIV.—"The officers empowered to direct the deportation of vagrants will see that no unnecessary time is lost for providing passage for those who have entered into agreements to be deported. As a rule, Europeans should be sent to Europe, Americans to America, West Indians to the West Indies, Australians to Australia, and New Zealanders to New Zealand. But the local authorities will exercise their discretion in sending vagrants to other countries than their own, when it appears that such a course will be for their advantage, and that they will be favourably received on arriving at their destination."

XV.—"Descriptive rolls and, as far as possible, photographs of all persons deported shall be kept by the local Governments or administrations within whose territory the ports are situated."

Home Dept. Res. No.  
4630, 13th December 1872.

283. "The Governor General in Council observes that the European

\* See Part IV, Sections 16 to 18. "Vagrancy Act No. XXI. of 1869\* imposes no restriction whatever as to the place to which a vagrant may be deported. It merely provides for his removal from British India, and for his entering, with that view, into an agree-

"ment (1) to embark on board the appointed ship, and (2) to remain  
 "on board until the vessel shall have arrived at her port of destination.  
 "But the rules which were passed on the 20th October 1870, under  
 "Section 34 of the Act, for the guidance of officers in matters connected  
 "with the enforcement of the law, lay down a principle for general guid-  
 "ance in respect to the place to which vagrants may be deported. The  
 "14th of these rules prescribes as follows:—"As a rule Europeans  
 "should be sent to Europe, Americans to America, West Indians to the  
 "West Indies, Australians to Australia, and New Zealanders to New  
 "Zealand. But the local authorities will exercise their discretion in  
 "sending vagrants to other countries than their own when it appears  
 "that such a course will be for their advantage, and that they will be  
 "favourably received on arriving at their destination."

"Under the spirit of the above rule vagrants should ordinarily be  
 "sent to their own countries, though a discretion is left to local depart-  
 "ments to depart from the rule under certain specified conditions. With  
 "reference to the exercise of this discretion, the Governor General in  
 "Council desires to bring to the notice of the local Governments and  
 "administrations that several instances have occurred in which the autho-  
 "rities of the place to which vagrants have been deported have objected  
 "to such deportation. His Excellency in Council would, therefore, call  
 "special attention to the necessity of adhering to the principle of rule  
 "XIV., *i. e.*, to send vagrants to their own countries only, except in cases  
 "in which the local Government of administration is fully satisfied that  
 "the conditions specified in the latter part of the rule are fulfilled by the  
 "circumstances of the case."

284. "No vagrant whose age renders it unlikely that he will be  
 "able to support himself, is to be deported to Australia or to any other  
 "colony with which he has no previous connection, unless there are  
 "grounds for believing that he has relatives or friends there who are  
 "willing to support him."

Home Dept. letter No.  
 3616, 11th September 1872.

285. The following four forms prescribed by Home Department  
 Resolution No. 3817, dated 30th September 1872, for showing the  
 operations of the European Vagrancy Act, should be submitted as soon  
 after the 30th June and 30th December of each year as they can be  
 prepared:—

European Vagrants.

FORM I.—(Judicial.)

Statement showing the operation of the European Vagrancy Act (XXI. of 1869) and Act XXVIII. of 1871,  
for the half-year of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11
Number of arrests by the Police under sections 4 and 23.	Number of convictions by Magistrate under section 23.	Number of declarations recorded by Magistrate or Justice of the Peace under section 5.	Number of vagrants sent direct to the Government or the Magistrate or Justice of the Peace by an order of the Magistrate or Justice of the Peace under section 5.	Number of vagrants handed over to the Police under section 6.	Number eventually sent to workshop under section 7.	Number sent to workshop under section 24.	Number of certificates issued under section 9.	Number of convictions of masters of ships under section 25.	Number of convictions	Remarks, comprising any available information regarding the age, nationality, and previous employment of the vagrants who were not sent to the workshop.

• FORM II.—(Government Workhouse.)

Statement showing the operation of the European Vagrancy Act (XXI. of 1869) and Act XXVIII. of 1871 for the half-year of—

Number to be accounted for.		Number who have left the work-house during the half-year ending—				Number remaining in workhouse, at close of half-year under report (difference between columns 3 and 8.)		Period of confinement.				Convictions.						Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Remaining in workhouse at close of preceding half-year as per column 9 of last half-year's statement.	Admitted during the half-year, as per columns 4, 6 and 7 of form No. 1.	Total.	Discharged on obtaining employment during the half-year, under section 15.	Released under clause 2 of section 16, but not deported.	Removed from British India under section 16†	Others who have left the workhouse not accounted for in columns 4, 5 and 6 †	Total of columns 4, 5, 6 and 7.	Number remaining in workhouse at close of half-year under report (difference between columns 3 and 8.)	Average length of confinement in work-house of the vagrants included in column 8.	Longest period of confinement of any vagrant included in column 8.	Longest period of confinement of any vagrant included in column 8.	Number of convictions under section 14, clause 2.	Number of convictions under section 16, clause 2.	Number of convictions under section 20, clause 2, (leaving a workhouse without permission from the governor.)	Number of convictions under any other section of the Act than those specified in columns 13, 14 and 15 †	Total number of convictions (Total of columns 13 to 16.)		

\* The places to which deported, should be shown in the column of remarks.  
† The entries in this column must be briefly explained in the column of remarks, e.g. :—  
Removed to jail to undergo criminal sentences, ... ..  
Escaped, ... ..  
Died, ... ..  
† The sections of the Act and the number under each should be specified.

Statement showing the operation of the European Vagrancy Act (XXI. of 1869) and Act XXVIII. of 1871 for the half-year of \_\_\_\_\_

[illegible]

Statement showing the operation of the European Vagrancy Act (XXI. of 1869) and Act XXVIII. of 1871, for  
the half-year of \_\_\_\_\_

Expenditure in Workhouse.												Remarks.
1	2	3	4	5	6	7	8	9	10	11		
Expenditure under section 8, Act XXI. of 1869, while vagrants are in charge of police	Expenditure in deportation under section 16.	Clothing and rations.	Hospital charges.	Police.	Contingencies.	Total of columns 3, 4, 5, and 6.	Average daily population of workhouse during half year.	Average cost of each inmate of workhouse during the half-year (columns 7 and 8).	Charges connected with the working of the Act not accounted for in previous columns.*	Total cost to Government (columns 1, 2, 7 and 10).		

\* To be explained in column of remarks.

European Vagrants.

Examination.  
Circular 36 of 1874.

286. The following are the rules for the yearly examination of officers in the commission :—

I.—A yearly examination will be held at Lucknow in the month of April.

II.—The central and divisional committees will be appointed, and the date for each examination fixed by the Chief Commissioner.

III.—It will be the duty of the central committee to prepare papers for the civil, criminal, and revenue questions, which should be 18 in number in each department, and to record the number of marks to be allotted to each question. After the receipt of the papers from the divisional committee, the central committee will declare who have passed, and report the same to the Chief Commissioner.

IV.—It will be the duty of the divisional committee to examine the candidates, and award the number of marks to which the candidate is judged to be entitled for each answer and paper. It will report to the central committee its opinion whether the candidates shall be declared to have passed or not, forwarding with its report all the papers done by the candidates. The divisional committee is not to communicate to candidates the result of the examination held before it. This will be made known by an order in the gazette,

V.—There will be two standards of examination, to be called the lower and the higher standard.

VI.—The standards will be in nature the same but different in degree. There will be but one examination paper in each of the following subjects, *viz*: civil justice, criminal justice, and revenue; but a smaller proportion of marks will be required from candidates for the lower than from candidates for the higher standard.

VII.—The books in which candidates will be examined are :—

Act XIX. of 1841.

Act I. of 1845. Sale for arrears of revenue.

Act I. of 1847. Boundary-marks.

Act XIII. of 1857. Opium.

Act XXI. of 1857. Gambling.

Act XXXV. of 1858. Estates of Lunatics.

Act XXXVI. of 1858. Lunatic Asylums.

- Act XL. of 1858. Care of Minors.  
Civil Procedure Code, Act VIII. of 1859, and amending Acts.  
Act XXVII. of 1860. Debts on Succession.  
Act XLV. of 1860. The Indian Penal Code and amending Acts.  
Act V. of 1861. Police Act.  
Act XIX. of 1863. Partition.  
Act VI. of 1864. Whipping Act.  
Act XXVI. of 1866. Oudh Sub-settlement Act.  
Act III. of 1867. Gambling.  
Act XIX. of 1868. Oudh Rent Act.  
Act I. of 1869. Oudh Estates Act, with such portions of the  
Indian Succession Act (No. X. of 1865) as are referred to  
therein.  
Act XV. of 1869. Prisoner's evidence.  
Act XVIII. of 1869. General Stamp Act.  
Act VII. of 1870. Court Fees Act and Circulars. } Stamps.  
Act X. of 1870. Land Appropriation.  
Act XXIV. of 1870. Oudh Talukdars' Relief Act.  
Act XXVI. of 1870. Prison Act.  
Act I. of 1871. Cattle Trespass Act.  
Act IX. of 1871. Law of Limitation.  
Act X. of 1871. Excise Act.  
Act XXXII. of 1871. Oudh Civil Courts.  
Act I. of 1872. The Evidence Act.  
Act IX. of 1872. The Contract Act.  
Act X. of 1872. The Code of Criminal Procedure.  
Act X. of 1873. Judicial Oaths.  
Act XI. of 1874. Amending Code of Criminal Procedure.  
Act VIII. of 1875. Indian Customs Act.



Examination.

Macnaghten's Mahomedan Law.

Ditto Hindu Law.

Judicial Commissioner's Circulars and Rulings.

Directions to Settlement Officers. } with Appendices.  
Ditto to Collectors. }

Chief Commissioner's Revenue Circulars.

Financial Commissioner's do. do,

Abkári Circulars.

Treasury Circulars.

Accountant's Manual.

POLICE OFFICERS.

The Indian Penal Code.

Code of Criminal Procedure as far as it relates to Police Officers.

Police Manual.

Inspector General's Circulars.

Act V. of 1861.

Natives unacquainted with English are not to be examined in books of which there are no translations.

VIII.—All questions are to be answered without books.

IX.—The vernacular examination will consist of:—

1st,—Conversation in Urdú before the examiners.

2nd,—Exercise.—English into Urdú.

3rd,—Dictation.—English into Urdú.

4th,—Reading.—Urdú arzí or rubkárí.

There will be a similar examination in Hindí.

Natives will be required to pass the Hindí examination only, translating in the exercise and dictation from Urdú into Hindí.

X.—The final proceeding in a civil, criminal, and revenue case being withdrawn, the candidate shall write a judgment in the case.

Examination.

XI.—Deputy Commissioners will send to the divisional committee three cases in each department, civil, criminal, and revenue, decided by each Assistant Commissioner or other judicial officer, who may be a candidate, with an opinion on his qualifications, ability, and industry.

XII.—Deputy Commissioners will send to the divisional committee the names of the candidates from their districts, and in the case of ministerial officers, Deputy Commissioners will certify that they have satisfied themselves that the candidates have sufficient knowledge to entitle them to an examination. This information should reach the secretary of the divisional committee on or before the 15th of March.

XIII.—Subject to the above rule, all civil officers of Government, not being under the rank of peshkár, deputy munsarim, or court munshí, may present themselves for examination.

All police officers down to the rank of deputy inspector inclusive may also present themselves.

XIV.—It will be optional with the divisional committee to admit to examination any Assistant Commissioner, District Superintendent of Police, Extra Assistant Commissioner, or Tahsildár, whose name may not have been sent up by the Deputy Commissioner, on sufficient reason being given.

XV.—No ministerial officer, inspector, or deputy inspector of Police, shall be admitted to examination unless his name is sent up by the Deputy Commissioner with the certificate described in rule XII.

XVI.—Assistant Commissioners 1st Class, and Assistants and Extra Assistants, who have passed the higher standard in another province, will not be liable to examination. But all other Assistants and Extra Assistants must appear, at the latest, at the second examination after their appointment to the commission, and at the first examination after passing the lower standard they must appear for the higher.

The special permission of the Chief Commissioner must be obtained before this rule can be suspended, and to get such permission good cause must be shown.

**Examination.**

XVII.—Should an officer not pass the higher standard within two years from his first appointment, the Chief Commissioner will recommend his removal from the commission, unless he be satisfied that there was some sufficient cause for the failure, such as absence on sick leave. No officer who has not passed the higher standard will be promoted to a higher grade. No tahsildár will be appointed an Extra Assistant Commissioner unless he has passed the higher standard.

XVIII.—Passing an examination will not, under any circumstances, entitle an officer to receive any judicial or other powers. They will be conferred on the recommendation of the Judicial Commissioner, based on the report of Deputy Commissioners and Commissioners showing the fitness of officers to exercise them. Unless there are special reasons to the contrary, no officer will be invested with the powers of a Magistrate of the 2nd Class until he has passed the lower standard, or with the full powers of a Magistrate until he has passed the higher.

XIX.—The total number of marks for each subject will be as follows :—

**FOR EUROPEANS.**

Civil Justice,	...	...	...	...	144
Criminal Justice,	...	...	...	...	144
Revenue,	...	...	...	...	144
Conversation in Urdú,	...	...	...	...	100
Ditto in Hindí,	...	...	...	...	100
Exercise in Urdú,	...	...	...	...	50
Ditto in Hindí,	...	...	...	...	50
Dictation in Urdú,	...	...	...	...	75
Ditto in Hindí,	...	...	...	...	75
Reading Urdú Arzî,	...	...	...	...	75
Reading Hindí paper,	...	...	...	...	75
Cases with Deputy Commissioner's report,	...	...	...	...	60
Cases final, proceedings withdrawn,	...	...	...	...	75
					<hr/> 1,167 <hr/>

## FOR NATIVES.

Examination.

Civil Justice,	...	...	..	...	144
Criminal Justice,	...	...	...	...	144
Revenue,	...	...	...	...	144
Conversation in Hindí,	...	...	...	...	100
Exercise in Hindí,	...	...	...	...	50
Dictation in Hindí,	...	...	...	...	75
Reading Hindí paper,	...	...	...	...	75
Cases with Deputy Commissioner's report,	...	...	...	...	60
Cases with final proceedings withdrawn,	...	...	...	...	75
					<hr/>
					867

## SUBJECTS OPTIONAL TO NATIVES WHO KNOW ENGLISH.

Conversation in English,	...	...	...	100
Exercise from Urdú into English,	...	...	...	50
Dictation from Urdú into English	...	...	...	75

When a native candidate does his paper in intelligible English, he will be entitled to have 10 per-cent. added to his marks counting towards the required aggregate, but not to the minimum required in each subject.

XX.—Candidates for the higher standard must obtain two-thirds of the number of marks, and one-half in each subject, or they cannot be passed.

Candidates for the lower standard must obtain one-half of the total number of marks, and one-third in each subject.

The following is the form in which the result of the examination is to be reported. In the column of remarks, the divisional committee will record whether the candidate has been passed by it or not, and, if passed, whether with credit. There will be a separate report for each standard, both for Europeans and Natives.

*Report of the Result of the Examination of*—*held at Lucknow*-----April 1871--.

### Civil questions.

[illegible]

Examination.

**Examination.**

April 1871.

### Revenue questions.







287. I.—“The following rules\* are prescribed for the encouragement of the study of oriental languages among the junior members of the Bengal Civil Service:—

**Examination.**  
Home Dept. letter No.  
1618, 24th March 1870.

II.—“The standards of examination and the donations to be given to successful candidates will be as follows, viz:—

LANGUAGES.		DONATIONS ON	
		PASSING.	
<i>Vernacular, Classical.</i>		Rs.	
(1).—“High proficiency.	Hindustani ...	1,000	} With certificate from the presiding examiner.
	Hindi ...	1,000	
	Bengali ...	1,000	
	Ooryah ...	1,000	
	... * Persian ...	2,000	
	... Arabic... ..	2,000	
(2).—“Honours	... Sanscrit ...	2,000	} With diploma signed by the head of the Government of India.
	Hindustani ...	2,000	
	Hindi ...	2,000	
	Bengali ...	2,000	
	... * Persian ...	4,000	
	... Arabic... ..	4,000	
		... Sanscrit ...	4,000

III.—“The first language in which a civil servant will be permitted to offer himself for examination by either of the two higher standards will be,—

“For civil servants attached to the Lower Provinces of Bengal. .. } Bengali or Ooryah.

“For civil servants attached to the Upper Provinces .. } Hindustani or Persian;

“and it is not till after a certificate of high proficiency shall have been obtained in such language that a civil servant will be eligible to present himself for distinctions in other languages.”

“A civil servant shall be at liberty to present himself for examination in the obligatory and another language simultaneously, but no report of his proficiency in the *second* language shall be prepared, unless he is declared to have passed in the obligatory language.”

\* These rules do not in any way affect the departmental examinations in law, language, &c., which junior civilians have to pass under the orders of local Governments according to what are called the first and second standards.

\* Persian has been placed on the same footing as Arabic and Sanscrit, because the Governor General in Council considers it very expedient specially to encourage the study of that language by the members of the civil service.

**Examination.**

IV.—“No civil servant will ordinarily be permitted to appear more than twice as a candidate at any examination; but if a special recommendation be made by the examiners, a candidate will be allowed to appear at a third examination.”

V.—“No civil servant will be permitted to present himself for the high proficiency or honor examinations after the expiration of seven and ten years respectively, counted from the date of his first arrival in India. No exception will be made to this rule on account of leave or any other cause.”

VI.—“Civil servants who may have passed examinations under the rules of 1861 (cancelled in paragraph I. above) shall not be eligible to compete at corresponding examinations in the same language or languages under the rules now passed.”

VII.—“Examinations will be held quarterly on the first Monday in January, April, July, and October of each year at Calcutta. Civil servants desirous of attending examinations must apply for leave to do so to the local Government at least three months before the date of the examination.”

VIII.—“The following is the test for the high proficiency examination:—

I.—“Construing with readiness and accuracy from the undermentioned books:—

- |                            |   |   |
|----------------------------|---|---|
| (1.)—“ <i>Hindustani</i> ” | { | 1. Ikhwan-us-Safa.  |
|                            |   | 2. Nasr-i-be-Nazir.   |
|                            |   | 3. Araish-i-Mahfil.   |
|                            |   | 4. The Masnaviat of Sauda.                                    |
| (2.)—“ <i>Hindi</i> ”      | { | 1. Rajniti.   |
|                            |   | 2. Prem Sagar.  |
|                            |   | 3. Vidyanakar.  |
|                            |   | 4. The Second Book of the Ramayana.                           |
| (3.)—“ <i>Bengali</i> ”    | { | 1. Dasa Kumar Charita.  |
|                            |   | 2. Betal Panchabhinshati.                                     |
|                            |   | 3. Purush Parikhya.   |
| (4.)—“ <i>Ooryah</i> ”     | { | 1. Hitopodesha.   |
|                            |   | 2. Batris Singhasan.  |
|                            |   | 3. The songs of Jayadeva, otherwise known as the Gita Gobind. |
| (5.)—“ <i>Arabic</i> ”     | { | 1. Ikhwan-us-Safa.  |
|                            |   | 2. Nafhat-ul-Yaman.   |

(6.)—“*Persian* ... { 1. Gulistan.  
2. Bostan.  
3. Anwari Soheili.

(7.)—“*Sanscrit* ... { 1. Hitopodesha.  
2. Raghuvansa.

II.—“Translating into English with accuracy a passage in narrative “style not taken from the test books.”

III.—“Translating with accuracy of idiom and neatness of expression into the language in which the examination is held, an English “paper in narrative style.”

IV.—“Translating in like manner a paper of English sentences.”

IX.—“The following is the test for the honour examination :—

I.—“Construing with readiness and accuracy from the under-mentioned books :—

(1.)—“*Hindustani* { 1. Nasr-i-be-Nazir.  
2. Fisanah-i-Ajaib.  
3. Dewani Atash (1st half).  
4. Kuliyaṭi. Sauda, extracts from (College edition).

(2.)—“*Hindi* ... { 1. Rukmini Parinaya.  
2. Sabha Bilas.  
3. Ramayan, by Tulsi Das.  
4. Ram Gitaboli.

(3.)—“*Bengali* ... { 1. Kadambari.  
2. Dasa Kumar Chārīta.  
3. Mahabharata.  
4. Prabodh Chandrika.

(4.)—“*Arabic* ... { 1. Hammasah.  
2. Taimur Namah.  
3. Muqamati Hariri.

(5.)—“*Persian* ... { 1. Akhlaqui Jalali.  
2. Inḥai Abulfazl.  
3. Sikaṭdar Namah.  
4. Dewani Hafiz.

(6.)—“*Sanscrit* ... { 1. Virūcharita.  
2. Kṛtarjuniya.  
3. Skuntala Nataka.

II.—“Translating into English with accuracy two passages, one in “prose and the other in poetry, selected from some difficult work not “being a test book.”

**Examination.**

III.—“Translating a difficult passage from English with accuracy, “elegance, and neatness of expression, and perfect correctness of spelling “and grammar.”

IV.—“Conversing (in the vernacular languages) with accuracy and “fluency.”

X.—“The honour examination will be of a searching nature, and the “exercises, both oral and written, must be performed with such excel- “lence as distinctly to establish a claim to eminent proficiency.”

XI.—“Any civil servant attached to the Lower Provinces who may “have obtained a certificate of high proficiency in Bengali, and any “civil servant attached to the Upper Provinces who may have obtained “a similar certificate in Hindustani or Persian, under the rules of the “2nd October 1861, will be deemed to have satisfied the conditions laid “down in rule IV.”

Letter from Secy. of State  
for India No. 144, 26th May  
1870.

288. “I have considered in Council your Lordship’s letter dated the “6th April last, No. 109, suggesting the desirability of abrogating the rule “by which a limit of service in India is fixed within which an officer must “pass an examination in the native languages in order to obtain a pecu- “niary reward.”

“It appears to me that the effect of the rule in encouraging the “study of the languages in the early years of an officer’s career, is one “which is productive of advantage to the service, and which would, to a “very great extent, be lost by the complete abrogation of the rule.”

“At the same time, I see no objection to special exception be- “ing made by the local Governments in the case of an officer who may “show proficiency in the acquisition of the language of any district, for “which he may not have had facilities until a period closely bordering on “or subsequent to the limit of service prescribed.”

Finl. Dept. letter to Secy.  
N. W. P. No. 36, 17th April  
1869.

289. “Military officers in civil employ may be allowed leave to at- “tend examinations in the oriental languages to the extent to which such “leave can be granted to covenanted civil servants under Resolution No. “2749, passed in this department on the 24th September 1867. Such “officers cannot be granted leave under the general order of the Military “Department, No. 1009, dated 3rd December 1866.”

290. The public vernacular records may be examined, on application to the record-keeper in the office, on payment of a fee of eight annas per hour. They are on no pretext to be taken out of the office. The English records can only be examined by permission of the head of the office.

**Examination of  
Records.**  
Circular 78 of 1867.

291. Reckless and unauthorized expenditure will not be passed. Officers are expected jealously to guard the interests of the public in the expenditure of public money, whether Government or local funds. At the same time, the Chief Commissioner will always support officers in acting on their own responsibility in emergencies where real necessity can be shown.

**Expenditure.**  
Circular 20 of 1863.

Circular 35 of 1868.

292. "Applications for sanction for expenditure are sometimes "made to the Accountant General or to the Comptroller General, and by "these officers forwarded to the local Government or the Government of "India, as the case may be."

Finl. Dept. Cir. No. 2052  
7th August 1873.

"This procedure is wrong in principle and often inconvenient in "its results."

"In future, therefore, whenever such an application, or any "application for relaxation of the leave or pension rules and the like, "reaches an officer in the account department, he should simply return "it, referring the officer making it to the proper executive authority. "The Governor General in Council is pleased to rule that a sanction "for any charge which has not been acted on for a year, must be held to "have lapsed."

Finl. Dept. Res. No. 3418,  
30th December 1871.

*Extradition  
Cir 28 of 78*

**Fairs.**

Circular 102 of 1870.

• 293. Rules to be observed in the management of important fairs in Oudh.

#### OFFICER IN CHARGE OF THE FAIR.

I.—The Deputy Commissioner of the district in which the fair is held should be the officer in charge of the fair. Should the Deputy Commissioner be unable to attend himself, he is authorized to depute an experienced Assistant.\*

II.—In the case of every important fair, the Deputy Commissioner or officer charged by him with the conduct of the fair, should communicate freely and confidentially with the Sanitary Commissioner on all

**Fairs.**

matters relating to the sanitation of the fair, and to the health of the people attending it; and should endeavour, by the utmost weight of his authority, to enforce the observance, by the people assembled, of measures deemed essential to their protection from disease.

**SANITARY OFFICER.**

III.—The Health Officer of the district should, if possible, be present at every important fair.

IV.—He should take special note of the nature of the food and water supplied, and of all other points in the circumstances and habits of the people, and the nature of the locality, as may be supposed to bear on their health.

V.—After the termination of every important fair, the Health Officer should submit through the Sanitary Commissioner, a concise report of the fair to Government, with any recommendations suggested by his inspection.

**MEDICAL OFFICER OF THE FAIR.**

VI.—The Health Officer of the district, as Medical Officer of the fair, should ordinarily have charge of the hospitals of the fair, and visit them at least twice a day, affording all necessary professional aid both to those in hospital and to any who may be unable to be carried thither. With the consent of the Commissioner, the Health Officer may depute a Medical Officer of the rank, at least, of a Sub-Assistant Surgeon to act for him, and under his orders, as Medical Officer.

VII.—The Medical Officer should visit without delay any part of the fair where the police have reported to him the out-break of sickness or death arising from any cause. The sick should, if possible, be removed, together with their families, if necessary, to the nearest available hospital.

The Medical Officer will endeavour to discover the cause of all deaths and take careful note thereof.

VIII.—He should keep a register of admissions at every hospital, and after the termination of the fair, shall furnish the Sanitary Commissioner with a return in the following form :—

*Daily Register of deaths for the Fair held at      in the month of    18*

**Fairs.**

Date.	1	2	3	4	5					
						Class.	Cause of death.			Age at time of death.
							Name.	Injuries.		
Christian.										
	Mahomedau.									
	Hindū									
	Other classes									
	Male.									
	Female.									
	Cholera.									
	Male.									
	Female.									
	Small-pox.									
	Male.									
	Female.									
	Fever.									
	Male.									
	Female.									
	Bowel complaints.									
	Male.									
	Female.									
	Suicide.									
	Male.									
	Female.									
	Wounds.									
	Male.									
	Female.									
	Accident.									
	Male.									
	Female.									
	Snake bite or killed by wild beasts.									
	Male.									
	Female.									
	Male.									
	Female.									
	All other causes.									
	Male.									
	Female.									
	Total deaths in unit of area.									
	Total.									
	Horn dead.									
	Not exceeding 1 year.									
	1 to 6.									
	6 to 12.									
	12 to 20.									
	20 to 30.									
	30 to 40.									
	40 to 50.									
	50 to 60.									
	Exceeding 60.									

IX.—So far as the means at his disposal may allow, the Health Officer should, in communication with the officer in charge of the fair, appoint a native doctor or compounder to each hospital, in the fair, and furnish a supply of medicines and surgical instruments for hospital use at the fair.

## POLICE AT FAIRS.

X.—The police ~~force~~ should maintain a careful watch that the sanitary arrangements are fully carried out.

XI.—The police should forbid the performance of the offices of nature in or near the fair at any place not set aside for such purpose.

XII.—They should report to the Medical Officer of the fair the appearance of sickness in any part of the fair.

XIII.—They should cause all persons sick of cholera, or small-pox, or any other serious disease, to be carried at once to the hospital set apart for such cases; and, if possible, prevent the approach to the fairs of any persons affected by these diseases.



Fairs.

## PRELIMINARY ARRANGEMENTS FOR FAIRS.

XIV.—Some time before the fair, the officer in charge should prepare a ground-plan of the site of the fair, correctly drawn to scale. Upon this plan, the site should be provided with wide roads of communication, in such a way as may be most convenient for the purposes for the fair.

XV.—The land between the main roads should be divided by cross roads, and the space between any two cross roads should be considered as a section of the fair, and should, as far as possible, have its separate arrangements for the supply of food.

XVI.—The site of the fair should then be divided in correspondence with the plan; the main roads, if possible, being permanently marked out by stones placed in line on each side of the road.

XVII.—All jungle growths standing on the roads, or on the places set aside in each section for the camping of the people, should be cut down; and, if suitable may be used to construct the latrine fences.

XVIII.—Whenever at any fair a very great assemblage of people may be expected, strong barricades should be erected across the roads of communication, at such places as the police authorities may determine.

## THE MANAGEMENT OF THE FAIR.

XIX.—The people, as they arrive, must be made to encamp in orderly arrangement on the vacant spaces between the roadways. No one may encamp on a roadway.

XX.—Bunneeahs and sweetmeat-sellers' shops should, as a rule, be established in every division, in sufficient numbers to furnish a supply of food for the division. These shops should be located immediately at the sides of the main road, but not on the road.

## CONSERVANCY ARRANGEMENTS IN FAIRS.

XXI.—In the immediate outskirts of the fair, spaces should be set aside for conservancy purposes. These spaces should extend from end to end of the fair, at convenient distances, and should be not less than 30 yards square, every space being enclosed by a mat fence 6 feet high. It

is very important that the enclosures should, when practicable, stand on fallow land, which will be brought under cultivation in the ensuing season.

Fairs.

XXII.—Immediately on the inside of the fence a trench should be provided, running all round the enclosed space, except at the entrance way. The trench should be 12 inches deep ; and a space of 6 inches left between earth trenches, and when a new trench is required it should be dug on the inside of that just filled up. •

XXIII.—Care should be taken that the margins of the trench are firm, and if the nature of the soil does not permit of this, the margins must be strengthened and preserved by means of good-sized stones or of bricks placed in order along each margin of the trench, or by rough pieces of wood laid down on each side of it, or by any other suitable means.

XXIV.—The spaces between the fenced enclosures, wherever jungle or crops exist, should be guarded by watchmen. Suitable spaces should be set apart for the use of women only. •

XXV.—The people should be required to frequent the trenches, and no other place, for the performance of the offices of nature within the fair boundaries ; and a sufficient staff of sweepers should be employed to ensure that the enclosed spaces are kept in decent cleanly order, and that the contents of the trenches are, at frequent intervals, covered over with earth, so as to be completely hidden out of sight ; and for this purpose every sweeper employed should be provided with a shovel.

XXVI.—Wherever the fair is of such extent as to cover many miles of ground, every section of the fair should be supplied with a separate fenced latrine space, and the site of the fair should then be arranged after the following ground-plan. Trenches should in these latrine spaces be dug across the space from side to side, and at one end of the space an enclosure for women should be provided. •

XXVII.—Immediately after the termination of the fair, every trench should be filled up completely with earth ; and any earth that may afterwards remain should be heaped over the place where the trench was, so as to mark the position of the trench, and prevent its being opened at any immediately succeeding fair.

**Fairs.**

XXVIII.—Small separate trenches may be provided, if practicable, for native gentlemen and their families, who should be responsible for the cleanliness of the fenced space, and for allowing the public sweepers to keep the trench in proper order.

XXIX.—Success in this matter will depend entirely on the way in which the sweepers attached to the trenches perform their duty. If proper cleanliness is maintained, and the trenches always kept easily approachable, the people will use them with comfort; if improperly kept, or in any way very offensive, the people will naturally avoid them; and the result will be that, as many as can, will frequent other places for the purpose. The trenches must be made acceptable to the people by every possible endeavour before a reasonable hope of their general use can be expected.

XXX.—Behind, or near to, each latrine space, a pit should be provided for the reception of stable refuse and camp sweepings. If any animal should die in the fair, its body should be immediately carried out of the fair and buried. The slaughter or sacrifice of animals should be permitted at certain places only; and every part of the animal shall be carried out of the fair as soon as possible; and the places set apart for this purpose should be carefully swept twice in the day, dry earth at the same time being plentifully sprinkled where blood may have been spilled. The sweepings of these places must be carefully buried under ground.

If, as part of a religious ceremony, it should be necessary to permit a dead person, or the body of a dead animal to be placed in any stream running through or past the fair, it should only be allowed below the site of the fair and to leeward.

**HOSPITALS FOR FAIRS.**

XXXI.—At every fair of importance, at least two hospitals should be provided; one a general hospital and dispensary, and the other a hospital for contagious diseases.

XXXII.—The hospitals should consist of a thatched roof, raised 6 feet off the ground, by means of poles well set into the ground, and so bound together and strengthened by cross poles as to be able to stand up safely against a strong wind; walls of jhamps or matting should be furnished on all four sides. The floor of the hospital should have a pathway six feet wide along the centre, and be slightly raised for berths on each side.

XXXIII.—The general hospital should usually be fifty feet long and twenty feet broad, and the contagious diseases' hospital thirty feet long and twenty feet broad; and near to the latter a sufficient quantity of material should be stored to permit of the immediate erection of other hospitals for contagious diseases, if necessity should require their construction; one end of the hospital should be isolated by a jhamp screen for the use of women, if necessary.

XXXIV.—The general hospital should be erected at any appropriate and convenient place near to the centre of the fair. The contagious diseases' hospital should stand near to, but outside the fair, at any retired place where the hospital with its inmates may be readily cut off from communication with the people present at the fair.

XXXV.—A latrine should be furnished for every hospital. The hospital latrine should consist of a small detached structure of like kind to the hospital, and should be furnished with a sufficient number of shallow earthen pans for conservancy purposes. A box or other suitable vessel for containing dry earth should be furnished to each latrine, and stand inside of it, near to the pans.

XXXVI.—The hospital and latrine standing in one enclosure, should be surrounded by a light fence or bamboo railing about one yard high, and no stranger should be allowed inside the railing, or any patient outside the same, without the permission of the Medical Officer.

XXXVII.—To every hospital a native doctor, cook, sweeper and bheestie, should be appointed, and the number of hospital servants may be increased, where absolutely necessary by the Medical Officer.

XXXVIII.—The sweeper should especially attend to the latrine, for the purpose of mixing dry earth with the contents of the latrine pans, and in removing the contents, so mixed and deodorized, and burying them under ground.

XXXIX.—Patients unable to leave their beds must be furnished with pans for use in the hospital; and the sweeper must pay the same attention to the contents of these pans as to the contents of the latrine pans; and more especially, when patients suffering from cholera or contagious fever have to use the pans, the contents must be treated plentifully with dry earth, and then buried at some distance outside the fair. Matters vomited by cholera patients should be treated in the same way.

Fairs.

XL.—A supply of blankets must be furnished to every hospital, but patients should provide their own bedding.

XLI.—Two large ghurras, with drinking water, should be supplied to every hospital.

#### OF THREATENED EPIDEMIC DISEASES AT FAIRS.

XLII.—If cases of cholera, small-pox, or contagious fever, should appear at any fair, the people attacked with the disease should be removed without delay to the hospital set apart for contagious diseases, and there treated until the disease has proved fatal, or until convalescence has been established, for cholera is best treated in a separate and special place cut off from communication. Where cholera has prevailed the contagious disease hospital should be burnt to the ground on the close of the fair.

XLIII.—For the conveyance of such patients to hospitals, a doolie (charpoy carried on a pole and covered by blanket) and bearers should be attached to every police station in the fair. After the doolie has been once so used, it should be retained at the hospital, and a new doolie provided at the police chowkee. The doolie charpoys which have been used in the hospital should all be burnt before the hospital is broken up.

The clothes and bedding of every patient who may die of the above-mentioned diseases should be burned as soon after his death as may be conveniently done.

The food of such patients, if paupers, may be supplied at the public cost.

#### OF EPIDEMIC CHOLERA AT FAIRS.

XLIV.—If cholera should appear in an epidemic form at any fair, the officer in charge of the fair should immediately send a notice of the fact by telegraph, if possible, to the Magistrates of all surrounding districts and to the Government.

XLV.—The officer in charge of the fair should then encourage the people assembled at the fair to disperse to their homes with the least possible delay.

XLVI.—In the event of such notice being received, the Magistrates in charge of surrounding districts will put in force such measures as may

be necessary, to prevent the passage of a numerous body of pilgrims through any large town or cantonment in their respective districts.

Fairs.

XLVII.—If the usual road of such pilgrims lies through any large town, the Deputy Commissioner should establish a commodious halting-place, with a good well, near to the most convenient way or road by which the pilgrims may pass on their route outside the town, as directed by the police force detached for that duty. A plentiful supply of the ordinary articles of food will be sent out to the camping-ground. Such of the pilgrims as belong to the town should be required to encamp there for one week before they can be permitted to enter the town, and then only in case of no appearance of the disease in the camp.

XLVIII.—In the case of cholera appearing amongst the pilgrims so encamped, a hospital similar to a fair hospital should be established, and a native doctor despatched to the place with a supply of medicines; and the general body of pilgrims should be removed to another distant camping-place, there to pass a second week in quarantine: paupers being supplied with a daily ration of food at the public expense.

#### OF PILGRIM ROUTES AND CAMPING-GROUNDS.

XLIX.—An encamping-ground with a good well should, if possible, be provided at the railway stations nearest to the fair.

L.—From this encamping-ground to the site of the fair, a pilgrims' route should be laid down, so as to avoid large towns; and camping-grounds should be provided at proper distances, of a day's march apart, on the line of road.

LI.—The camping-grounds should be laid out so as to accommodate, with orderly arrangement, as many men as possible. A plentiful supply of food should be provided, and fenced trenches for conservancy purposes should also be provided, and a party of police be appointed to have charge of each camping-ground.

LII.—A hospital space should be set aside at each camping-ground, and no pilgrim sick of cholera, small-pox, or contagious fever, should be allowed to proceed with the pilgrims, but should be removed to the hospital space for medical treatment; and the pilgrim route should be immediately diverted from that camp into some other road, a new camping-ground being provided, to which the coming pilgrim should be directed.

**Fairs.**

LIII.—Two sweepers should be attached to each considerable camping-ground, to cover in the trenches after they have been used, to provide new trenches, and to carefully bury the excretions of patients encamped in the hospital space.

Similar arrangements should be enforced on all main lines frequented by travellers to the fair.

LIV.—If cholera is known to be present as an epidemic in any place at the time of the fair, pilgrims from that place should not be permitted to go to the fair.

*List No. 1, of Fairs in Oudh to which the rules published in Circular No. 102 of 1870, are applicable.*

District.	Name of Fairs.	Place where held.	Probable date of Fairs.
Bara Banki.	Syad Salár,	... Satrikh,	... 1st Sunday in Jeth.
	Nargá Deotá,	... Majtá,	... Last day of the month of Asárh, every year.
	Sháh Abdur Razá,	... Bárasá,	... 5th of Sáwan, every year.
	Dasseráh,	... Nawabganj,	... Kuár Sudí 10th, every year.
	Dabnakjag,	... Siddhaur,	... In the month of Aghau, every year.
	Jagjuwan Dás,	... Kutwá,	... Last day of Kátik.
	Kamakhá,	... Sonah jungle,	... Chait Sudí 8th and Kuár Sudí 8th, every year.
	Amokí,	... Amauli,	... Kátik last day, every year.
	Makhdum Sháh,	... Rudaulí,	... 13th Jamád-us-Sání,
	Bibí Zoráh,	... Ditto,	... 1st day in Jeth.
	Maulví Anúr Ali,	... Rahimganj,	... 27th Safar.
	Mahádeo,	... Ladhaurá,	... Aghan Badí 14th.
	Ditto,	... Ditto,	... Fagun Badí 14th.
	Jhundúlá Dás,	... Deoli,	... Every Tuesday.
	Mahádeo,	... Bhagaulí,	... 4th Aghan.
	Ditto,	... Ditto,	... 4th Fagun.
	Debí,	... Gursál,	... 24th Kuár and 24th Chait.
	Madár Sháh,	... Kintaur,	... 17th Jamádi-ul-Awal.
	Makhdum Sháh,	... Majgáon,	... 17th Shawál.
	Sarang Sháh Rájú Kattál,	... Nahráwal,	... 3rd Shawál.
Unao.	Mahádeo,	... Bank of Gumti, Usmán-pur.	... Aghan Badí 14th.
	Kártkí,	... Kalwágurá, Nánámau, Baxar.	... October and November.
	Uras,	... Takiá Mohabbat Sháh Purwá.	... December and January.
	Kusehhri Debí,	... Nawabganj,	... April and May.
	Bánlilá,	... Patti,	... September and October.
	Parár Melá,	... On the Ganges,	... October or November.

## List No. 1—(Continued.)

Fairs.

District.	Name of Fairs.	Place where held.	Probable date of Fairs.
Fyzabad.	Sombári Amáwas, ... Gobind Sáheb Meláh, ... Sheorátri, ... Puranmáshí, ... Rám Naumi, ... Kálki Púranmáshí, ... Dargáh Makhdum Sháh, ...	Bharat Kund, ... Ahrauli, ... Chauráh, ... Chandaurá, ... Ajodhya, ... Ditto, ... Kachaunjá, ...	19th September. 24th November. 9th February. 19th November. 22nd March. 19th November. 20th November to 20th December.
Bahraich.	Syad Salár, ... Bathing Puranmáshí, ... Rám Naumi, ... Jangli Náth Sivá, ... Sarjú Takiá Ghát, ...	Bahraich, ... Kutka Ghát, ... Ditto, ... Jangli Náth, ... Takiá Sháh Mahomed, ...	1st week of May. November. April. August. November.
Gonda.	Sangam, ... Baleswar Náth, ... Hatle-ka-Kauzá, ... Tehri, ... Pachran, ... Debi Patán, ...	Begamganj, ... Ditto, ... Ditto, ... Gonda, ... Ditto, ... Atrauláh, ...	29th December. 22nd February. 10th February. Monthly, Kátik, Sudí Puranmáshí. 12th February. 1st to 9th Chait, March.
Sitapur.	Khyrábád, ... Nimsar, ... Misrikh, ... Bansi Bhát, ...	Kairabad, ... Nimsar, ... Misrikh, ... Bansi Bhát, Tahsil Bári,	27th December. Sombár Amáwas, whenever the day comes round, vide Almanac. Yearly bathing at vernal equinox, i. e., Holi festival. In Aghan yearly at new moon.
Hardoi.	Bábáji, ... Dhanúk jag, ... Dhanúk jag, ... Dehiji, ... Mahádeo, ... Lál Pir-ki-Dargáh, ... Rámhilá, ... Neoraghát, ...	Hardoi, ... Ditto, ... Báwan, ... Behár, ... Nir, ... Gopamau, ... Bilgram, ... Neoraghát, ...	10th September. 27th November. 15th November. March and September. May. May. 4th September. 4th October.
Kheri.	Sheorátri, ... Chattar Dasí, ... Syad Mah Múnir Sháh, ... Murúa, ...	Gola Gokarnáth, ... Ditto, ... Firozabad, ... Village Murúa, ...	Fágun Badi, equivalent to 9th February. Chait Badi, equivalent to 11th March. 20th Rabbí-ul-Awal, equivalent to 1st July. Aghan Sudí Chaudas, equivalent to 17th December
Rae Bareilly.	Kártki-ke-Nahan-ka-Meláh, ... Ditto, ... Sombári Amáwas, ...	Dalman, ... Bádsháhpur, ... Dalman, ...	Kátik Sudí, Puranmáshí. Ditto. No fixed date as it depends on a certain conjunction of the sun and moon. But local astronomers can foretell the conjunction.
Partabgarh.	Jwálá Mukhi, ... Rámilláh, ... Ditto, ... Táziá Dári, ...	Mánikpur, ... Katra Medniganj, ... MacAndrewganj, ... Partabgarh, ...	2nd July. September. Ditto. May.



**Fairs.**

*List No. 2, of Fairs to which Rule No. 18 is applicable.*

District.	Name of Fairs.	Place where held.	Probable date of Fairs.
Unao.	Kártki,	... Kalwágára, Nánámau, Bazar.	October and November.
	Uras,	... Takiá Mohabbat Sháh Furwa.	December and January.
	Kusehri Debi, Rámhláh,	... Nawabganj, ... Pattí,	April and May. September and October.
Fyza- bad.	Rám Naumí,	... Ajodhya,	... 22nd March.
	Káli Puraumáshí,	... Ditto,	... 19th November.
Bah- raich.	Syad Salár,	... Bahraich,	... 1st week of May.
Kheri.	Sheorátrí,	... Golá Gokarnáth,	... Fágun Badi equivalent to 9th February.
	Chattar Dasí,	... Ditto,	... Chait Badi equivalent to 11th March.

Circular 2 of 1873.

294. Reports of important fairs are to be submitted through the following channel:—

Deputy Commissioner.

Commissioner.

Sanitary Commissioner.

Secretary to Chief Commissioner

**Ferries.**

Circular 34 of 1866.

295. All ferries, legally declared to be public ferries, belong exclusively to Government; and no private individuals have any right to ply boats for hire from one bank to the other, without the sanction of the Deputy Commissioner. This rule is confined to crossing the river, and boats navigating it up and down, and taking in or discharging cargo at a public landing place, are not liable to toll. (Judicial Commissioner's ruling on Regulation VI of 1819.)

296. The following are the limits of the ferries on either side.—

1st class ferries, 3 miles.

2nd do. do. 2 do.

3rd do. do. 1 do.

297. If the Deputy Commissioner does not declare any place, without such limits, to be a public ferry, boatmen, plying for the accommodation of the public on their own account, are not to be interfered with.

Ferries.  
Circular 47 of 1862.

298. The ferries between Oudh and the North-Western Provinces, except some at Ajodhya, are under the management of the North-Western Provinces.

299. Ferries are to be leased from the 1st July in each year. The leases require the sanction of the Chief Commissioner. The following rules are laid down for the leasing of ferries :—

Circular 206 of 1860.

I.—At the time of leasing the ferry the contractor, failing to furnish other sufficient security for the whole amount, shall pay two months in advance.

*Ibid.*

II.—At the expiry of each month, another month's advance shall be considered due, and if not paid within fifteen days, the lease shall be cancelled and re-sold for the remainder of the term, possession being given on the 1st day of the ensuing month. Thus a ferry is leased from 1st July and two months' instalments paid down; on the 1st August another instalment is due; if this is not paid by the 15th August, the remainder of the lease will be at once put up to auction and the purchaser, on paying the two instalments in advance, will be put in possession on the 1st September.

*Ibid.*

III.—As some ferries are much more productive at certain seasons of the year than at others, some indeed being withdrawn in the dry weather, district officers are responsible for so regulating the instalments that they shall be proportional to the probable receipts. It is manifest that in many cases where twelve equal instalments are taken, the contractor has a strong interest in throwing up after the busy season is over.

*Ibid.*

300. On the larger rivers, at each ferry, two good boats are to be provided. On the smaller ones, unless the ghát is very much frequented, one will do. Some large ferries, on large rivers, will require many more boats. The boats should be decked in the centre, and stages should be made for the carts to reach the boats. It will probably be found best to make the stages floating on barrels, as they can then follow the rise and fall of the river. The bank should, in all cases, be properly sloped down to the ghát.

Circular 96 of 1863.  
(added to)

**Ferries.**

Circular 50 of 1865.

301. The following is the schedule of tolls at bridges and ferries:

**SCHEDULE OF TOLLS.**

	On rivers 1st Class.			On rivers 2nd Class.			On rivers 3rd class.
	Boats or bridges from 15th October to 15th June.	Boats or bridges from 16th June to 14th October.		Boats or bridges from 15th October to 15th June.	Boats or bridges from 16th June to 14th October.		
On every four wheeled carriage,	0 12 0	1 0 0		0 8 0	0 12 0		0 8 0
On every two wheeled carriage,	0 6 0	0 8 0		0 4 0	0 6 0		0 4 0
On every Ekka, ...	0 3 0	0 4 0		0 2 0	0 3 0		0 1 3
On every Hackery on springs...	0 0 0	0 0 0		0 0 0	0 0 0		0 0 0
" Cart and hackery not on springs, drawn by 8 bullocks, buffaloes, horses, ponies, asses, or mules, if laden, ...	0 8 0	3 12 0		0 6 0	0 8 0		0 4 0
Ditto if not laden, ...	0 4 0	0 6 0		0 3 0	0 4 0		0 2 0
On every cart and hackery drawn by 6 bullocks, buffaloes, horses, ponies, asses, or mules, if laden, ...	0 6 0	0 9 0		0 4 6	0 6 0		0 3 0
Ditto if not laden, ...	0 3 0	0 4 6		0 2 3	0 3 0		0 1 6
On every cart and hackery drawn by 4 bullocks, buffaloes, horses, ponies, asses, or mules, if laden, ...	0 4 0	0 6 0		0 3 0	0 4 0		0 2 0
Ditto if not laden, ...	0 2 0	0 3 0		0 1 6	0 2 0		0 1 0
On every cart and hackery drawn by 2 bullocks, buffaloes, horses, ponies, asses, or mules, if laden, ...	0 2 0	0 3 0		0 1 6	0 2 0		0 1 0
Ditto if not laden, ...	0 1 0	0 1 6		0 0 9	0 1 6		0 0 6
Buffaloes or bullocks, per head, if laden, ...	0 0 4	0 0 6		0 0 3	0 0 4		0 0 3
Ditto if not laden, ...	0 0 2	0 0 3		0 0 1½	0 0 2		0 0 1½
On every elephant, ...	2 0 0	1 8 0		0 12 0	1 0 0		0 8 0
On every camel, if laden, ...	0 1 6	0 2 0		0 1 0	0 1 6		0 0 9
Ditto if not laden, ...	0 1 0	0 1 0		0 0 9	0 1 0		0 0 6
On every horse if laden or ridden	0 1 0	0 1 6		0 0 6	0 1 0		0 0 6
Ditto unladen or led,...	0 0 6	0 0 9		0 0 4	0 0 6		0 0 3
On every tattoo or mule, if laden, or ridden, ...	0 0 4	0 0 6		0 0 3	0 0 4		0 0 3
Ditto unladen or led,...	0 0 2	0 0 3		0 0 1½	0 0 2		0 0 1½
On every ass, if laden or ridden,	0 0 1	0 0 2		0 0 1	0 0 1		0 0 0½
Ditto unladen or led,...	0 0 1	0 0 2		0 0 1	0 0 1		0 0 0½
On every sheep, or goat, or pig,	0 0 0½	0 0 1½		0 0 0½	0 0 1		0 0 0½
On every palanquin, } doli, palna or tonjon } 8 bearers	0 6 0	0 8 0		0 4 0	0 6 0		0 4 0
with, ...							
Ditto 6 bearers,...	0 3 0	0 4 0		0 2 0	0 3 0		0 2 0
Ditto 4 bearers,...	0 1 6	0 2 0		0 1 0	0 1 6		0 1 0
Ditto 2 bearers,...	0 0 6	0 0 9		0 0 3	0 0 6		0 0 3
On every foot passenger, ...	0 0 2	0 0 3		0 0 1	0 0 2		0 0 1
Goods, grain, &c., when unladen	0 0 1	0 0 2		0 0 0½	0 0 1		0 0 0½

For which toll can be demanded, are not to be also charged with

302. The Ganges, Gogra, and Chauka are first class rivers. The Rápti and Gumti second class. The other rivers in the province are third class.

Ferries.  
Circular 50 of 1865.

303. List of exemptions from payment of toll at the several bridges and ferries in Oudh.

Circular 22 of 1871.

Troops, Military stores, and equipages on march, ...	} In all cases.
Police officers on duty, and Sowars with persons or property under their charges, ... ..	
Mail carts and the horses on return with their syces,...	
Parcel Vans, belonging to the Postal Department, ...	

Commissariat cattle, when accompanied by a certificate from a Commissariat officer, that the cattle are *bond fide* the property of Government.

Educational officers, when on duty, and their Assistants or Inspectors. The Native Inspectors or Assistants should receive certificates from the Director of Public Instruction to show that they belong to the Educational Department.

The Governor General's Camp, ... ..	} In all cases.
The Commander-in-Chief's Camp, ... ..	
The Chief Commissioner's Camp, ... ..	
The Superintending Engineer, ... ..	} When on duty within their respective circles and divisions.
Executive and District Engineers, ... ..	
Road establishments within their own districts, ... ..	} On certificates or tickets granted by their superior officers.
Commissioners and Magistrates, ... ..	
Inspector General of Prisons, ... ..	} While travelling on duty.
Inspector General of Registration, ... ..	

**Ferries.**

G. G. O. No. 145, 21st  
August 1857.

304. "Officials not exempt from payment of tolls, when travelling on duty, will be expected to pay all the usual tolls in cash, and such payments may be adjusted in their personal or departmental contingent bills, when sufficient authority exists for the charge being debited to Government."

Finl. Dept. Res. No. 3116,  
28th September 1872.

305. "No officer who receives travelling allowance whether by distance or time shall be permitted to charge the Government for tolls."

306. The following correspondence in the Military Department of the Government of India, relative to the recovery of charges for crossing troops over rivers is published for information and guidance. Officers will observe that these instructions only apply where special arrangements are made and extra cost incurred, and to that extent only. So long as the troops use only the ordinary means of passing, they are entitled to go free.

*Military Department, Fort William, the 30th September 1868.*

*From Lieutenant Colonel P. S. Lumsden, Officiating Quarter Master General, to the Secretary to the Government of India, Military Department, Simla, No. 2258, dated Army Head Quarters, Simla, the 7th July 1868.*

"I.—I am directed by His Excellency the Commander-in-chief to submit to Government, Memorandum No. 2787 of 29th June 1868, from the Comptroller of Military Accounts."

"II.—As these claims, under paras. 9 and 10, Section XLVII, Bengal Military Regulations, are adjusted by local civil authorities, His Excellency thinks it would be advisable for local governments to publish this ruling in their respective gazettes."

*Copy of a Memorandum from the Comptroller of Military Accounts, to the Officiating Quarter Master General, No. 2787, dated 29th June 1868.*

"In transmitting the enclosures of his No. 1493 of 23rd ultimo, on the subject of a claim for boat hire for crossing 7th Bengal Cavalry over

“ the Jumna and Betwa rivers, the undersigned has the honour to request  
“ that such bills may in future be returned, with instructions that they  
“ be presented to the nearest Commissariat Officer for payment, as this  
“ is the proper course.”

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*From Captain O. R. Newmarch, Officiating Assistant Secretary to the  
Government of India, Military Department, No. 443, dated Fort  
William, the 17th July 1868.*

“ Forwarded to the Comptroller of Military Accounts for perusal and  
“ return, with any remarks he may desire to offer.

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*From Colonel F. D. Atkinson, Comptroller of Military Accounts, to the  
Secretary to the Government of India, Military Department, No.  
941E, dated Calcutta, the 17th September 1868.*

“ I.—In returning the docket from the Military Department No.  
“ 443, dated 17th July, on the subject of charges for crossing troops over  
“ rivers, I have the honor to state that paras. 9 and 10, Section XLVII  
“ of the Military Regulations, do not provide that the cost is to be borne  
“ by the Civil Department. The Collector arranges for the service, but  
“ the charge is against the Military Department, and such charges have  
“ been paid by the Commissariat Department.”

“ II.—Under a recent decision in the Financial Department, only  
“ charges exceeding Rs. 50 incurred by one department for another, are  
“ to be charged to the department for which the service is performed.”

“ III.—In the case of a Collector providing boats under the existing  
“ rules, the cost can be charged off at once in the civil accounts to debit  
“ of Military Department, or in cases when the service is performed by  
“ a contractor, the Collector, instead of paying the amount from the civil  
“ funds, may send a bill to the nearest Commissariat Officer, who, if the  
“ bill is supported by the voucher prescribed in paras. 9 and 10, Section  
“ XLVII, Military Regulations, will pay the amount.”

**Fines.**

307. Fines are strictly forbidden, except according to law, and in certain cases as regards ministerial officers, who may be fined under the following rules:—

I.—Assistant and Extra Assistant Commissioners may fine their own special munshis or moharrirs up to a month's pay for carelessness or neglect of duty.

II.—Deputy Commissioners may fine all their subordinates, except tahsildárs and gazetted officers, up to one month's pay for the above offences.

III.—Commissioners may fine their own immediate establishments, and tahsildárs on the report of the Deputy Commissioner, up to one month's pay, also for the above offences.

308. Whenever an officer fines a subordinate, under these rules, he shall record a proceeding stating the specific offence for which the man is fined. The order is of course open to appeal.

Circular 49 of 1863.

309. Where a reward is payable to an informer, under the law, from the proceeds of a fine, such reward is not to be paid until the term of appeal has passed, unless in cases in which it is otherwise specially directed.

**Frontier.**

Foreign Dept. letter No.  
2006, 21st October 1865.

310. "No one is allowed to go beyond British territory, and more particularly into wild and dangerous tracts, without specific sanction conveyed through the Foreign Department."

**Funds.**

Circular 2 of 1866.

311. Military officers are themselves responsible that the proper deductions are made from their pay bills on account of the military and orphan funds. If they neglect to do so, and the Secretary to the fund has to apply to the Accountant General to recover it, the latter officer is directed to report the defaulting officer to Government. (Proceedings Financial Department No. 3570, dated 30th December 1865.)

312. The Chief Commissioner is pleased to circulate the following extract from the proceedings of a committee upon cutcherry furniture, the said proceedings having received his sanction.

*Extract paras. 1 and 2 of a letter of the 17th December 1868, from the President of a Committee on Cutcherry Furniture, to the Secretary to the Chief Commissioner of Oudh.*

Para. I. "A committee composed as per margin, agreeably to orders

PRESIDENT.  
Mr. G. Onseley,  
Comr. of Lucknow.

MEMBERS.  
Major MacAndrew,  
Secy to the Chief Comr.  
Major Aitken,  
Inspector General Police.  
Major Shaw,  
Dy. Comr., Unao.

Mr. Walker,  
Asst. Comr., Unao.

"received from the Secretary, assembled at the  
"Unao cutcherry on the 15th instant, to report  
"on what furniture is required for the new  
"cutcherries. A list of what the commit-  
"tee considers necessary is attached to this  
"report."

II. "The committee observes that the  
"record racks in both the judicial and revenue  
"record rooms are soon likely to prove inade-

"quate to the wants of the district, and it recommends that any new ones  
"should be made 5 feet 6 inches wide instead of 3 feet as at present.  
"There is ample space in the record room for a rack of these dimensions,  
"which will admit of four bastahs deep on each shelf, two on the outside  
"and two on the inside. The committee further recommends that there  
"should be two galleries both inside and outside the record rack, protect-  
"ed by a railing, and that the ladders or stair-case should be stronger and  
"better than at present. These galleries should be at the fifth, and the  
"ninth shelves. There are thirteen shelves in the Unao racks, and the  
"top one is not used, nor is it desirable to use it. The committee further  
"observes that the plan adopted in Unao of sinking the feet of the racks  
"in iron sockets let into the ground does not protect them from white  
"ants. They recommend that under the feet the floor should be built as  
"for a billiard table, and the rack should stand on this on a copper plate.  
"The rack should be stiffened and strengthened by iron stanchions going  
"to the wall from each of the outer galleries and from the top, and also  
"across the open end of it. The judicial record rack at Unao should  
"have a third side added, and all the racks now existing should  
"stand as recommended and have the galleries and stanchions  
"added."



**Furniture.**

*List of furniture which is thought necessary for one of the new cutcherries by the Committee appointed by order of the Chief Commissioner.*

No.	ARTICLES REQUIRED.	REMARKS.
FOR EACH OFFICER.		
1	Matting, Múnj.	
1	Darri for Amlah.	
3	Chairs.	
1	Table with drawers,	7' x 4' 6."
1	Cupboard,	None for District Superintendent.
1	Chairbench for Assessors,	Deputy Commissioner only.
1	Clock,	Ditto.
1	Chiks and Pankha.	
RETIRING ROOM.		
1	Matting, Múnj.	
1	Table, plain,	...
4	Chairs.	
	Chiks and Pankha.	
BATHING ROOM.		
1	Chilamchi and stand.	
1	Commode.	
2	Chamber Pots.	
ENGLISH OFFICE.		
1	Matting, Múnj.	
6	Chairs.	
1	Table,	21' x 4' 6."
1	Row of pigeon holes for table,	Each pigeon hole 5½" x 10."
4	Almirahs for records,	With pigeon holes, each pigeon hole 5" x 10" and 7 rows of pigeon holes, 12 in each row.
2	Almirahs for stationery.	
2	Ditto books of reference.	
4	Open bookshelves for old registers &c.	
6	Office boxes.	
	Pankha.	
MUNSARIM'S OFFICE.		
1	Matting, Múnj.	
1	Darri,	20' x 4' 6."
1	Table.	
6	Chairs.	
	Pigeon holes for table,	Each pigeon hole 5½" x 10."
1	Railing of length of room, leaving passage at each end.	
1	Almirah for forms.	
1	Ditto books.	
2	Open bookshelves.	
	Pankha.	

## List of furniture,—(Continued.)

Furniture.

No.	ARTICLES REQUIRED.	REMARKS.
TREASURY OFFICE.		
1	Matting, Múnj.	
1	Darri for Treasurer.	
1	Railing across end of room, ...	The railing should be cross railed off at one end for the Treasurer.
1	Table, ...	16' x 4' 6."
	Pigeon holes for table, ...	Each pigeon hole 5½" x 10."
4	Chairs.	
1	Almirah for stationery.	
4	Shelves for books.	
	Pankha.	
POLICE OFFICE.		
1	Matting, Múnj.	
1	Table, ...	12' x 4' 6."
	Pigeon holes for table, ...	Each pigeon hole 5½" x 10."
1	Table for Inspector with pigeon holes.	
4	Chairs.	
1	Almirah for stationery.	
1	Do. Divisional Moharrirs, ...	Compartments for each, separate locks.
1	Do. Books.	
2	Do. Old records.	
1	Darri.	
1	Clock.	
1	Gong for guard.	
	Pankha.	
MUNSHI KHANA.		
1	Matting.	
1	Darri.	
1	Almirah, three compartments, ...	With separate locks.
	Pankha.	
REVENUE RECORD ROOM.		
1	Matting for ante-room.	
1	Darri.	
1	Almirah lined with zinc for English settlement records.	
1	Record rack, ...	For description see letter.
JUDICIAL RECORD ROOM.		
1	Matting for ante-room.	
1	Darri.	
1	Record Rack, ...	For description see letter.

313. The under-mentioned scale of furniture is prescribed for the Circular 77 of 1871.  
Courts of all Tahsildars in Oudh.

- 1 Table.
- 6 Chairs.
- 1 Darri for Court room.
- Matting múnj for other rooms.
- 1 Almirah for Tahsildár.
- 2 Ditto for office.

Gardens.  
Circular 79 of 1866.

314. Public gardens, where maintained, are to be supported by municipal funds, except the Horticultural Society's garden at Lucknow, which, being a provincial institution, is aided by the margin fund.

315. The primary object for which the gardens should be maintained is as a nursery for good fruit trees, to be distributed among such of the people as keep gardens of their own, and will undertake to rear them. Nurseries for ornamental trees, for the beautifying of the station and for distribution, should also be formed.

316. It might be also advantageous to make experiments in growing some of the ordinary crops on a small scale on the pedigree principle, that is, always selecting the finest, and only the finest, grain for seed.

317. The use of poudrette as manure might also be there experimentally demonstrated, by growing a bigha or so of sugar-cane, tobacco, or other exhausting crop.

318. The following letter from Dr. Bonavia is published for general information. Officers should consider the propriety of uniting the jail garden with the public garden to a certain extent. This however can only be carried out where it would not interfere with jail discipline.

"With reference to your docket, No. 1644, dated 7th instant, regarding the district public gardens, I have the honour to state that I have read over all the reports of the different Deputy Commissioners, and beg to offer the following opinion:—

"I have no doubt whatever that many of these gardens are quite useless, and that they have nothing to show for the money expended on them. In commencing a garden the mistake is almost invariably made of attempting too much for the means at our disposal. There is a wish for a grand garden, the imagination pictures it, and it is commenced on that scale with perhaps the resources of Rs. 500. The money is spent on grand roads and other ornamental things, and one is surprised to find that not only there is no garden, but no water, no manure, and no means to procure labour. More perseverance, more practical knowledge, and more supervision is requisite in making a garden than is generally supposed. Where the passion for gardening existed, as in Sultanpur and Fyzabad, it appears they can show satisfactory results. The district gardens were not started, I believe, with sufficient means, and they were left entirely to the fancy of supervisors, who were often changed.

" They also suffered from a great disadvantage, that is, the Lucknow  
 " central garden was as young as they were, and consequently could not  
 " assist them. In many matters the proper means to an end are rarely  
 " known, and when known, the right steps are rarely taken. I think  
 " that instead of extinguishing these gardens, they should be encourag-  
 " ed, stimulated, and supervised. One of the worst features of India is  
 " its monotony. We don't feel it so much in Lucknow and in large  
 " stations, but in small out of the way stations life is not unlike penal  
 " servitude. The plea of supplying dālís of European vegetables,  
 " urged by some for continuing these gardens, is not a good one. This  
 " is not the main object of a public garden, and the income arising  
 " therefrom could at least bear a very small proportion to the expense.  
 " That of supplying trees for roads is a very good one. I think these  
 " gardens, with few exceptions, have been utterly mismanaged. A large  
 " piece of ground was taken up, innumerable roads and pathways made,  
 " which no one would use unless bordered with trees and shrubs. No  
 " one until lately, as a rule, thought of planting trees on roads. A  
 " sudden demand was made for an unlimited number of young road  
 " trees. It takes at least two years, with care and watering, to make  
 " a good tree nursery. An attempt was made to grow trees fit for  
 " planting out in six months, and it failed. Instead of crushing these  
 " gardens, I do not see why an attempt should not be made to place  
 " them on an entirely different footing. I don't know all the stations,  
 " but I shall take, for instance, Nawábganj. There is a jail garden and  
 " a public garden. It is a waste of resources to have two gardens. Ve-  
 " getables are required for the prisoners. Bullocks are used for drawing  
 " water in the jail garden. The ordure of the prisoners is carried to a  
 " distance and thrown away. Wherever one looks, there is a want of  
 " economy of resources. If hand labour be required for prisoners, the  
 " garden can afford plenty of it. At Nawábganj, I would suggest the  
 " following. (1st), That one of the gardens should be suppressed.  
 " (2nd), That in the remaining one, only one málí be employed, and a  
 " proportion of prisoners. (3rd), That no bullocks be used, but water  
 " drawn by prisoners. Many cultivators in the villages make use of  
 " their own muscular power in drawing water, instead of using bullocks;  
 " this is healthy hard labour. (4th), That the road tree nursery  
 " should be in the jail garden; that besides vegetables for prisoners,  
 " vegetables for European residents should be grown according to their  
 " wants for the usual monthly payment. The proceeds of the European  
 " dālís would pay the wages of the málí. European residents are to

## Gardens.

" send their own servants for their dālís, in order that the málí's time  
 " may not be taken up, walking about the station. All the ordure and  
 " urine of the prisoners is to be buried in trenches on a spare piece of  
 " ground, and entirely consumed in the garden. Fruit trees to be planted  
 " as much as is practicable, and a sufficiency of water to be supplied.  
 " All this appears very easy on paper, but unless somebody is willing  
 " and knows how to set about the work, nothing will be done but spas-  
 " modic attempts with fruitless results. I think a garden, if properly  
 " kept and managed, is as civilising as a musical band, and I think,  
 " where there is any hope of their becoming useful and ornamental,  
 " these gardens should be put on a better and more economical footing  
 " and encouraged and looked after. In many places no attempt has  
 " been made to produce a decent garden, and it is scarcely to be  
 " wondered at, that no result can be shown. In places where no hope can  
 " be held out of the gardens being turned to good account, I think the  
 " wisest plan is to suppress them. Wherever they are kept up, they  
 " should not be used as experimental gardens. One experimental  
 " garden for the whole province is quite enough. One of their objects  
 " should be the propagation and dissemination of fruit trees. Even if  
 " these are distributed *gratis* the ultimate advantage will be great. If,  
 " where the gardens are in a fair condition, they will take the trouble  
 " to get up a nursery of native orange stock—"khutta," I shall be al-  
 " ways ready to furnish them in the proper seasons with wood of the  
 " Malta oranges for budding. If they would only assist in the dissem-  
 " ination of good fruit trees, they would be doing a great deal."

319. Public gardens will be entitled to receive, from the Horti-  
 cultural Society's garden, plants and seeds free of charge, subject to  
 the discretion of the Superintendent.

Hindústáni.  
 Circular 3 of 1864.

320. Hindústáni words are to be avoided in English correspond-  
 ence and reports when equivalent English ones can be found.

Honorary Assistant  
 Commissioner.  
 Circular 163 of 1860.

321. Honorary Assistant Commissioners have jurisdiction within  
 the boundaries of their own estates only, unless it is specially otherwise  
 extended.

Circular 89 of 1864.

322. Any one, living on the estate of an Honorary Assistant Com-  
 missioner, may have a revenue suit, to which he is a party, tried in the  
 district court, if he prefers it.

323. Honorary Assistant Commissioners are on no account to delegate their powers to their agents: they are conferred upon themselves alone. Honorary Assistant Commissioners.  
Circular 109 of 1860.

324. Honorary Assistant Commissioners are to be styled, "Bahádur." Circular 163 of 1860.

325. It is the desire of the Government that Honorary Assistant Commissioners should be treated with respect, distinction, and attention. They should be led to feel that the name of Honorary Assistant Commissioner is an honour. They are to be addressed by rúbakári. Ibid.

326. Applications for investing Honorary Assistant Commissioners with Criminal and Civil powers are to be forwarded direct to Secretary to Chief Commissioner, and not through the Judicial Commissioner. Circular 38 of 1872.

326A Per 6 of 1877  
327. The Inspector General of Police is *ex-officio* Deputy Secretary to the Chief Commissioner. Inspector General of Police.  
Circular 54 of 1867.

328. As Inspector General he will dispose of all business which may come to him on the subject of the drill or interior economy of the police force, laying a weekly abstract of his proceedings before the Chief Commissioner. Circular 29 of 1868.

329. As Deputy Secretary he will lay before the Chief Commissioner all business concerning the appointments, promotions, or discipline of the force, as well as all business connected with the prevention of crime or the bringing of criminals to justice. He will submit to the Secretary to Government in the Home Department a weekly abstract of the Chief Commissioner's proceedings in the Police Department. Ibid.

330. The Inspector General of Police has authority to sanction the expenditure of Rs. 500 in the Public Works Department, on account of any one work, whether new or repairs. Chap. VII sec. 2, P. W. Code.

331. No expenditure can be made from any police fund without the sanction of the Inspector General, if he shall be pleased so to direct. Circular 104 of 1867.

332. The Inspector General is responsible for the compiling and due rendering of the police returns, and for the submission of the annual police report. Circular 120 of 1861.

**Instruments.**

remove them from their debit, by forwarding their receipt, to Examiner, Ordnance Accounts, with half-yearly or other returns of stores submitted to him.

IX All Government instruments, &c., requiring repair, &c., should be forwarded with an official letter or repair indent. If no longer required and intended to be deposited in store, it should be specifically mentioned.

X. All instruments, &c., received from England and issued on book debit on the public service, will be charged at their invoice cost, plus charges incurred in landing, storing and examining and despatching them, &c.; or, when this cost cannot be ascertained, rate book prices will be charged. These are based on average rates.

XI. Instruments made in the department will be charged at the actual cost, and those purchased locally for issue, at cost price, plus 10 per cent. for incidental charges.

XII. Instruments returned into store will be valued according to their condition.

XIII. It is particularly requested that sizes and sorts of instruments, length of scales how divided, and purposes for which required, and generally any information, which will guide this department in knowing without further reference, the exact wants of the indenting officer, be put on face of indent.

XIV. The following list shows nomenclature of the various descriptions of instruments ordinarily kept in store of this department for issue on public service. This nomenclature, it is especially necessary, should be adopted in all indents.

To enable the indenting officer, as well as the officer who countersigns and finally passes an indent, to know the cost involved thereby, the average price of each description of instrument, is also given in the annexed list. Indenting Officers must invariably enter the value of all instruments required by them in column of indent allotted to the purpose.

The supply should be regulated, not according to what an officer would like to have, but what he can do with, or can do without.

Names of Instruments.	Per.		Average rates of issues.		Remarks.
			Rs.	As. P.	
Anemometers, Beckley's pattern, ...	Each.	...	750	0 0	
do. Robinson's do., ...	do.	...	50	0 0	
do. Whewell's do., ...	do.	...	150	0 0	
Apparatus for sub-soil or cholera observations,	do.	...	30	0 0	
Barometers, aneroid, ...	do.	From Rs. 40 to	60	0 0	
do. do. pocket, ...	do.	" 30 to	50	0 0	
do. marine, ...	do.	...	60	0 0	
do. Mountain, Fortin's principle,	do.	...	100	0 0	
do. do. Newman's pattern, ...	do.	...	60	0 0	
do. Standard, Fitzroy's, ...	do.	...	50	0 0	
do. do. Fortin's principle,	do.	...	120	0 0	
do. do. self-compensating,	do.	From Rs. 100 to	200	0 0	
Bars, standard, steel 6, ...	Pair.	" 50 to	200	0 0	
Boards, drawing, deal, ...	Square foot.	...	1	0 0	} Size to be stated on face of indent.
do. do. teak, ...	do.	...	2	0 0	
Chains, measuring 30 feet, with pins complete,	do.	...	1	8 0	
do. do. 50 do. do. do., ...	10 feet.	From Rs. 1 to	2	0 0	
do. do. 66 do. do. do., ...		...			
do. do. 100 do. do. do., ...		...			
Chronometers, box, ...	Each.	From Rs. 400 to	600	0 0	
do. do. pocket, ...	do.	" 200 to	400	0 0	
Circles, altitude and azimuth, ...	do.	...	1,000	0 0	
do. astronomical, ...	do.	From Rs. 1000 to	3,000	0 0	
do. reflecting, ...	do.	...	300	0 0	
Circumferencers, ...	do.	...	50	0 0	
Clinometers, ...	do.	From Rs. 25 to	50	0 0	Description of kind required to be stated on face of indent.

Instruments.



## Instruments.

Names of Instruments.	Per.	From Rs.	25 to	Average rates of issues.			Remarks.
				Rs.	A.	P.	
Cobras, acre, calculating, electrum,	do.	From Rs.	25 to	50	0	0	Length to be stated on face of indent.
Compasses, beam, bar, angular,	do.	...	...	10	0	0	
do. do. tabular,	do.	...	...	20	0	0	
do. do. wooden, of sorts and sizes, plain,	Foot.	...	...	4	0	0	
do. do. do. with adjustment,	do.	...	...	8	0	0	Ditto.
do. bow pen, ...	Each.	...	...	3	0	0	
do. pencil, ...	do.	...	...	3	0	0	
do. do. sets, ...	do.	...	...	10	0	0	
do. drawing, common, ...	do.	From Rs.	5 to	2	0	0	Size to be stated on face of indent.
do. do. hair, ...	do.	...	...	4	0	0	
do. do. with pen and pencil legs,	do.	...	...	5	0	0	
do. magnetic pocket, watch pattern,	do.	...	...	16	0	0	
do. do. do. in metal cases,	do.	From Rs.	8 to	6	0	0	Ditto.
do. do. do. in wooden do.,	do.	"	2 to	4	0	0	
do. marine and azimuth, ...	do.	"	1 to	20	0	0	
do. Napier's, ...	do.	...	...	12	0	0	
do. do. silver ring, ...	Inch.	...	...	11	8	0	Ditto.
do. do. prismatic card, ...	do.	...	...	14	0	0	
do. do. proportional, ...	do.	...	...	25	0	0	
do. rectangular for plane tables, &c.,	Each.	From Rs.	10 to	2	0	0	
do. surveying, Bengalee, ...	Each.	...	...	16	0	0	Ditto.
do. do. English, ...	do.	...	...	50	0	0	
Curves, French, ...	do.	...	...	1	0	0	
do. do. Railway, ...	do.	...	...	1	0	0	
do. do. set, ...	Set.	From Rs.	12 to	20	0	0	Ditto.
Declinometers, with compasses, ...	Each.	...	...	4	0	0	
Eidographs, ...	do.	From Rs.	100 to	150	0	0	

Glasses, binocular, do. copying or tracing, ...	...	...	...	Each. Per square foot.	From Rs.	30 to	60	0	0	Size to be stated on face of indent. Ditto.
Heliotropes of sizes, ...	...	...	...	Per inch diameter.	...	...	10	0	0	Ditto.
Horizos, artificial, ...	...	...	...	Each.	From Rs.	20 to	50	0	0	
Hygrometers, ...	...	...	...	do.	...	...	40	0	0	
Hygrometers, Daniel's and Mason's, ...	...	...	...	do.	From Rs.	20 to	25	0	0	
Instruments, drawing, mathematical, brass 1st sort	...	...	...	do.	...	...	50	0	0	
do. do. do.	do.	do.	do. 2nd do.	do.	...	...	30	0	0	
do. do. do.	do.	do.	do. 3rd do.	do.	...	...	20	0	0	
do. do. do.	do.	do.	do. 1st do.	do.	...	...	100	0	0	
do. do. do.	do.	do.	do. 2nd do.	do.	...	...	80	0	0	
do. do. do.	do.	do.	do. 3rd do.	do.	...	...	60	0	0	
Lamps, argand, ...	...	...	...	Each.	...	...	100	0	0	
do. bull's eye, ...	...	...	...	do.	...	...	5	0	0	
do. reading, ...	...	...	...	do.	...	...	60	0	0	
do. referring, ...	...	...	...	do.	...	...	6	0	0	
Lenses, reading, ...	...	...	...	Inch.	...	...	1	8	0	
Levelling instruments, dumpy, of sizes, ...	...	...	...	do.	...	...	12	0	0	
do. do. Y pattern, ...	...	...	...	do.	...	...	10	0	0	
Levels, engineering, of sizes, ...	...	...	...	do.	...	...	1	0	0	
Levels, reflecting, ...	...	...	...	Each.	...	...	20	0	0	
do. road, ...	...	...	...	do.	...	...	30	0	0	
Logs, Massey's patent, ...	...	...	...	do.	...	...	30	0	0	
Machines, map printing, Gastrell's pattern, ...	...	...	...	do.	...	...	60	0	0	
do. do. Ordnance do.	...	...	...	do.	...	...	40	0	0	
Magnets, bar and horse-shoe, ...	...	...	...	4 in per set.	From Rs.	3 to	15	0	0	
Meters, current, ...	...	...	...	Each.	...	...	50	0	0	
Mirrors, flashing, ...	...	...	...	do.	...	...	25	0	0	
Ozonometers, ...	...	...	...	do.	...	...	15	0	0	
Pens, drawing, dotting, ...	...	...	...	do.	From Rs.	4 to	5	0	0	

Instruments.

## Instruments.

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Names of Instruments.	Per.	From Rs.	2 to	Average rates of issues.			Remarks.
				Rs.	As.	P.	
Pens, double or road, ...	Each.	From Rs.	2 to	3	0	0	
do. of sorts, ...	do.	"	1-8 to	2	0	0	
Pentagraphs, of sizes, ...	Foot.	"	30 to	50	0	0	
Perambulators, of sorts, ...	Each.	"	80 to	140	0	0	
Pins, brass, for securing maps, ...	100	"	4 to	8	0	0	Ditto.
Plane tables, deal wood, without stands, &c., ...	25 square inches.	"		0	12	0	Description to be stated on face of indent.
do. teak do., ...	do.	"		1	0	0	Size to be stated on face of indents.
do. mahogany do., ...	do.	"		1	8	0	Sizes, usually made are 30" x 24", 24" x 20", and 20" x 16".
Planimeters, ...	Each.	From Rs.	25 to	30	0	0	
Pluviometers or rain gauges, country pattern, ...	do.	"		20	0	0	
do. Glaisher's, do., ...	do.	"		10	0	0	
Pointers, station, metal, ...	do.	"		90	0	0	
do. do. wooden, ...	do.	"		10	0	0	
Polymeters, ...	do.	"		100	0	0	
Protractors, metal, plain, circular, of sizes, ...	do.	From Rs.	10 to	15	0	0	
do. do. semi-circular, ...	do.	"	8 to	12	0	0	
do. do. with adjustment, circular, ...	do.	"		50	0	0	Size to be stated on face of indent.
do. do. do. semi-circular, ...	do.	"		30	0	0	
do. card, Ordnance pattern, ...	20	"		2	0	0	
do. rectangular, of sorts and sizes, ...	Inch.	From Rs.	1 to	1	8	0	
Rules carpenter's, box-wood, ...	Foot.	"		0	8	0	
do. flat, electrum, 4', ...	do.	"		6	0	0	
do. do. brass, 2' and 3', ...	do.	"		4	0	0	
do. do. ebony, 3', ...	do.	"		2	0	0	
do. folding, ivory, ...	do.	"		4	0	0	Ditto.
do. do. parallel, bar, ivory, of sizes, ...	6 inches.	"		3	0	0	
do. do. on roller do., ...	do.	"		4	0	0	
do. sight, for plane tables, ...	do.	"		6	0	0	
do. straight edges, steel, of sizes, ...	Foot.	"		6	0	0	

Scales, acre, calculating, 4" to 1 mile, ...	Each.	...	...	10	0	0	
do. architects, box-wood, ...	do.	...	...	2	8	0	
do. do. ivory, ...	do.	...	...	5	0	0	
do. metal, Bengalee, ...	Each.	...	1 to	1	8	0	
do. common, 6 inch.	do.	...	...	1	8	0	
do. card board, engineering,	50	...	...	10	0	0	How divided.
do. Gunter's metal, ...	Each.	...	...	8	0	0	
do. do. wooden, ...	do.	...	...	2	0	0	
do. involution, ...	do.	...	10 to	20	0	0	
do. marquois, ...	do.	...	8 to	20	0	0	
do. of sorts and sizes, offsets,	do.	...	1 to	2	0	0	
do. do. plotting sets,	Set.	...	14 to	30	0	0	Ditto.
do. do. do. single ones, ...	Each.	...	2 to	6	0	0	
do. paper, Bengalee, ...	50	...	...	1	8	0	
do. standard, common, metal,	Foot.	...	...	10	0	0	
do. do. wooden, ...	do.	...	...	2	0	0	
do. do. diagonal, brass,	do.	...	...	12	0	0	
do. do. wooden, ...	do.	...	...	3	0	0	
Sectors, ...	Each.	...	4 to	8	0	0	Size to be stated on face of indent.
Sextants, in cases, of sizes, ...	Inch.	...	...	15	0	0	
do. pocket do., ...	Each.	...	...	50	0	0	
Squares, co-ordinate, ...	do.	...	...	30	0	0	
do. optical, ...	do.	...	...	10	0	0	
do. set, brass and electrum,	5 inches.	...	2 to	2	8	0	Size of, and angles, do.
Squares, set, ebonite and wooden,	Inch.	...	Each.	0	10	0	
Staves, levelling, G. T. Survey pattern,	Each.	...	...	25	0	0	
do. do. Gravatt's do., ...	do.	...	...	15	0	0	
do. do. Roorkee do., ...	do.	...	...	10	0	0	
do. do. Sopwith's do., ...	do.	...	...	20	0	0	
do. do. offset or cross, ...	do.	...	...	6	0	0	
Sympiesometer, ...	do.	...	30 to	40	0	0	

Instruments.

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Name of instrument.	Per.	Average rates of issues.	Remarks.
T. Squares, metal, of sizes, ...	Foot,	Rs. 8 0 0	Size to be stated on face of indent.
do. wooden do., ...	do.	4 0 0	
Tape, Chesterman's metallic, measuring, 50 feet, ...	20 Feet.	1 8 0	
do. do. do. 66 do., ...			
do. do. do. 100 do., ...			
Telescope, astronomical, ...	Each.	1,000 0 0	Size to be stated on face of indent.
do. reconnoitring, ...	do.	100 0 0	
Theodolites, Everest's, ...	Incl.	60 0 0	
do. 4½ inch, altazimuth, ...	do.	60 0 0	Size to be stated on face of indent.
do. do. sub-tense, ...	do.	80 0 0	
do. transit, with vertical circle, of sizes, ...	do.	70 0 0	
do. do. do. without, ...	do.	40 0 0	Size and how divided, to be stated on face of indent.
Thermometers, boiling, with apparatus complete, ...	Each.	10 0 0	
do. chemical, of sizes, ...	do.	10 0 0	
do. clinical, ...	do.	8 0 0	Size and how divided, to be stated on face of indent.
do. common, ...	do.	16 0 0	
do. for solar and terrestrial radiations, ...	do.	12 0 0	
do. maximum, common, ...	do.	10 0 0	Size and how divided, to be stated on face of indent.
do. do. black bulb, ...	do.	10 0 0	
do. do. wet bulb, ...	do.	12 0 0	
do. minimum, ...	do.	10 0 0	Size and how divided, to be stated on face of indent.
do. do. black bulb, ...	do.	10 0 0	
do. do. wet bulb, ...	do.	20 0 0	
do. standard, ...	do.	5 0 0	Description to be ditto.
do. spare, for Sykes' hydrometer, ...	do.	1,200 0 0	
Transit instrument, astronomical, ...	do.	5 0 0	
Vane, sight, for referring lamp, ...	do.	150 0 0	Description to be ditto.
do. wind, ...	do.		

## Books.

Books.	Each.	From Rs.	50 to		
Manual of Surveying for India, ...	Each.	...	...	16	0 0
Nautical almanacs, ...	do.	...	...	1	4 0
Tables, auxiliary, Hennessey's, ...	do.	...	...	3	0 0
do. for facilitating computations of a Tri-					
gonometrical Survey, ...	do.	...	...	1	0 0
Glaisher's, ...	do.	...	...	0	12 0
logarithmic, Banda's, ...	do.	...	...	10	0 0
do. Chamber's, ...	do.	...	...	1	8 0
do. French, ...	do.	...	...	5	0 0
do. Hutton's, ...	do.	...	...	8	0 0
do. Law's, ...	do.	...	...	1	8 0
do. Shortrede's, ...	do.	...	...	20	0 0
do. Taylor's, ...	do.	...	...	30	0 0
do. lunar and horary, Thomson's, ...	do.	...	...	5	0 0
do. traverse, Boileau's, ...	do.	...	...	3	0 0
do. Shortrede's, ...	do.	...	...	10	0 0

Instruments.

**Intestate property.**  
Circular 16 of 1865.

335. Intestate property, lying unclaimed for a year, will be sold under the sanction of the Chief Commissioner. Deputy Commissioners must forward a schedule direct to Secretary to Chief Commissioner, and apply for sanction beforehand.

**Iron Chests.**  
Circular 4 of 1866.  
Circular 15 of 1866.

*33512 Cr 5477*  
336. Each treasury is to be supplied with an iron chest, for the custody of valuable documents. Iron chests will be supplied from Roorkee. The following extract from a communication from the Superintendent Roorkee Work-shops, shows the style of chest :—

*From the Offg. Superintendent, Canal Foundry and Workshops,  
Roorkee, to the Secretary to Chief Commissioner, Oudh, dated 25th  
January 1866, No. 3509.*

“ Acknowledges receipt of his No. 326, dated 22nd January, and “ informs him that we have no treasure chests of the size he wants. We “ have several really good ones which measure outside  $2\frac{1}{2}$  ft. long  $\times$  1 ft. “ 5in. wide  $\times$  1 ft. 4in. deep, the thickness of metal is  $\frac{1}{2}$  in. and the “ weight of the chest 3 maunds. The lid is provided with a strong bolt “ with three prongs, the bolt is moved by a handle, and the bolt is kept “ in its place by one of Chubb's locks, thus enabling the key to be made “ small and light so that it can be easily carried about. Two keys are “ supplied for each lock. The price of the chest is Rs. 60 (sixty rupees).”

**Jails.**  
Circular 93 of 1868.

337. Subject to the modifications which have been made in it or which may hereafter be made in it by circulars, issued by the Inspector General of Prisons with the consent of the Chief Commissioner, the Punjab Jail Manual is prescribed as the code of rules for the management of jails in Oudh.

338. The jails in Oudh are under the immediate charge of the Civil Surgeon, except at Lucknow, where the charge of the two jails is a special appointment. It is however to be understood that the Civil Surgeon will not get charge of the jail until he is pronounced fit, and has passed an examination in vernacular and the jail manual.

339. The Deputy Commissioner and the Commissioner are responsible for the jail, and, in consequence, though the Civil Surgeon should not ordinarily be interfered with, yet he is bound in the last resort to obey the Deputy Commissioner.

340. The Sanitary Commissioner is *ex-officio* Inspector General of Prisons.

Jails.  
Circular 93 of 1868.

341. The Deputy Commissioner should not ordinarily interfere with the management of either the jail or the dispensary, but he should be a constant visitor of both institutions, and both he and the Commissioner of the division should, when they deem it necessary, communicate to the Inspector General of Prisons the results of their inspections, and the opinions which they may form concerning the executive management. In this manner the Chief Commissioner believes that the experience of these officers may be availed of without imposing on them the trouble of attending to daily details. They will however be responsible for the timely representation to him of any serious mismanagement.

*Ibid.*

342. As regards the Central Jail at Lucknow, which is a special institution, the Superintendent will report direct to the Inspector General of Prisons and receive orders from him. The Commissioner of Lucknow is the visitor of the Central Prison. The Divisional Jail at Lucknow, is on the same footing as the other jails of the province.

Circular 57 of 1867.

343. Commissioners should make a careful inspection of all jails in their divisions at least once in the year; and of the jail at divisional headquarters at least once in every three months.

Circular 21 of 1870.

344. The Deputy Commissioner, or in his absence, the officer left by him in charge, should inspect the district jail at least once a week.

Circular 17 of 1873.

*Note by Inspector General of Prisons on the chief points to which the attention of official visitors should be directed, during inspections of Jails, regarding which any remarks they think necessary should be recorded in the Jail "Minute Book."*

I. The number of cells required should be used for judicial sentences in the first place and thereafter any to spare for Jail punishments. A register is kept to show that sentences are strictly carried out.

Solitary confinement.

Separate  
ment.

imprison-

II. All cells fit for solitary confinement are suitable as dormitories for single men, and may also be used as work-rooms when available, under rules of less strict seclusion than those of solitary confinement.



Jails.

III. When prisoners are associated at work, at meals or at any other time, silence should be as strictly as possible enforced.  
Silence in association.

IV. All work beyond Jail precincts, unless special sanction has been obtained, is prohibited.  
Intramural imprisonment.

V. Facilities for occurrences such as emeutes, fires, or escapes, should be taken notice of.  
Security.

VI. The use of a fence in preventing access to the Jail grounds or Seclusion from the walls or communication with the prisoners.  
public.

VII. Whenever gangs move about or work in a lazy manner, the Activity in work. overseer in charge is to blame.

VIII. All work either of gangs or individuals, should be done by measure or weight of raw material.  
Task work.

IX. The general health of the prisoners may be noticed most readily by their condition of body.  
Health.

X. The quality of the supplies and cooking. Grain should be purchased in bulk, and stored in the seasons when plentiful. Storage requires care to prevent damage by damp and insects.  
Food.

XI. There should be a constant supply of fresh vegetables, sufficient to allow eight chittacks per head every alternate day.  
Garden.

XII. In the rainy season all water should run freely off the several areas within the Jail walls, those of the cells especially.  
Drainage.

XIII. The floors, beds and walls should be clay-washed once a week in the rainy season, and twice a week or oftener at other times.  
Cleanliness of warder

XIV. The regulations of the prison should ensure that each prisoner has time and opportunity to wash himself daily.  
Personal cleanliness.

XV.—The clothing should always be clean and in good repair. The  
 Clothing. woollen clothing and blankets require careful storage to prevent destruction by moths and white ants. Jails.

XVI.—Tents are allowed for one-fourth of  
 Tents. the regular capacity of the jail, and should be carefully stored and serviceable.

XVII.—Manufactures should be few in number confined to large transactions, and petty sales avoided as much as possible.  
 Factories.

XVIII.—Two separate accounts are kept of daily cash transactions, one for general expenditure, the other for manufactures; and a daily abstract of each is made in proper form for periodical statements. A register of prisoners admitted and another of those discharged, contain all particulars from their warrants. A diet register shows the daily numbers of various classes and quantities of food supplies consumed, and a work register, the employment of all sentenced to labor.  
 English records.

XIX.—The work-overseers (barkandazes), who form the body of the establishment are the agents, upon whom the quantity and quality of work chiefly depends. Their character and conduct may be seen in the manner in which they work their prisoners, their dress and general appearance.  
 Establishment.

XX.—The state of repair of the buildings, especially before the rainy season, is, in the case of mud-structures, very important; and the system by which work is done by prisoners under the supervision of the Department of Public Works, requires attention, as it is often unsatisfactory, as regards both the rapidity and quality of the work done.  
 Buildings.

345. Visitors should also state whether the latrines were clean, free from odour, and the dry earth system in full operation. It should also be noted whether the number of prisoners exceeded that which the jail is calculated to hold under the prescribed rules; and if so, what reason was assigned by the officer in charge; and whether every effort was made to give the inmates the necessary space by utilizing work-shops &c. for dormitory accommodation.

**Jails.**  
Home Dept. letter No.  
1531, 13th October 1869.

346. "It has come to the notice of the Governor General in Council that in some cases officers in charge of jails have medically treated prisoners under their charge, for other than curative purposes, as a mode of punishment; especially in the case of supposed malingering. I am desired, on the part of the Governor General in Council, to condemn and forbid any such practice for the future. If persons are suspected of offences, their guilt should be ascertained and punished by proper means."

II. "Medical treatment should never be applied except to meet ailments which are believed to be real, and in every such case the treatment which may, on medical grounds, be most appropriate, should be adopted without reference to any other consideration."

Circular 1 of 1872.

347. The waste paper of all public offices, such as torn envelopes, paper cuttings and the contents of the waste paper basket may be made over for the purpose of re-manufacture to the Superintendents of Jails, by whom the collection will be undertaken.

Circular 62 of 1872.

Superintendents must however pay the market value which will be credited to the record fund.

**Joining Time.**  
Circular 60 of 1874.

348. An officer transferred from one district to another is to make over charge of his office within seven days from the date on which the order of transfer reaches him. If in any case it should be necessary for the transferred officer to await the arrival of the officer by whom he is to be relieved, special instructions will be issued.

**Judicial Commr.**  
Govt. letter of 4th Feb.  
1856.

349. The Judicial Commissioner has authority to pass contingent expenditure in his department up to Rs. 500 within budget limits.

**Land.**

350. Land taken up for local public purposes must be paid for under the same rules as land taken up for Government purposes.

**Landlords.**  
Circular 68 of 1864.

351. The following letter and rules, issued by the Judicial Commissioner of the Central Provinces, on the subject of the responsibility of landlords in matters of police, are circulated for information.

*Book Circular No. XXXI, from J. Strachey, Esq., Judicial Commissioner, Central Provinces, to all Commissioners, Deputy Commissioners, and Deputy Inspector General of Police, Central Provinces, No. 937, dated Nagpoor the 3rd August 1863.*

Landlords.

"I have the honour to forward the accompanying rules defining the duties and responsibilities of landholders in matters of police. These rules have been submitted to the Officiating Chief Commissioner, and are circulated with his sanction. Translations in Ūrdú, Hindí, and Mahrattí will be supplied to you, and you are requested to use every effort for giving them the greatest possible publicity."

"The nature and extent of the responsibilities imposed by law upon landholders in matters of police are generally very imperfectly understood by the magistrates, and by landholders themselves, nor indeed has it always been easy to determine what laws upon this subject are actually applicable. It is hoped that the rules which have now been drawn up will remove all future doubt. It is considered that all the provisions of the laws which have been quoted are undoubtedly in force throughout these provinces. Some of them have been expressly introduced; others, in accordance with the orders of the Government that the spirit of the regulations regarding matters of criminal law should be observed, have been acted upon, or assumed to be applicable from the commencement of the British rule until now. The penalties laid down in these old regulations have, for the most part, been repealed by Act XVII of 1862, but the obligations remain unaltered, and the Penal Code provides the means for their enforcement."

"It is impossible to estimate too highly the importance of the influence which, for good or evil, the landholders in this country have the means of exercising. Without their support and assistance it is hopeless to expect that we shall obtain a police that is really efficient. The responsibilities of landholders ought therefore always to be enforced so far as this can be done with justice. Great discretion will however always be necessary in the exercise of the power which the law gives to the magistrate. The law must be administered in a manner which shall be felt by the people to be just: it must be made a protection to honest men, not a means of harassing them. No amount of punishment that can be inflicted will make the law generally obeyed, if it be

**Landlords.**

“administered in a manner which is harsh and inequitable. While  
 “every landholder ought to be made to feel that he must exercise his  
 “authority in support of the law, the extent to which penalties should  
 “be inflicted upon him in case of failure to perform his duty must vary  
 “according to circumstances. The málguzár is sometimes a person who  
 “possesses no real influence in the village. In such case the imposition  
 “of heavy penalties for omitting the discharge of duties which he is  
 “really incapable of performing would be a useless act of injustice. If,  
 “on the other hand, he be a person of influence and high position, who  
 “deliberately omits to exercise the power which he possesses of making  
 “the law respected, and neglects the obligations which the law has  
 “imposed upon him, his responsibility cannot be too strictly insisted  
 “upon, nor should his fault be allowed to pass without severe punish-  
 “ment.”

“All cases in which landholders appear to have grossly neglected  
 “their duties, should be reported to the Deputy Commissioner by the  
 “District Superintendent of Police, or by the officer under whose notice  
 “they have come. Care must be taken that the police are not permitted  
 “to throw off their own proper responsibility on the landholders. Cases  
 “of this kind should be heard and disposed of by the Deputy Commis-  
 “sioner himself, or by an officer exercising the full powers of a magistrate,  
 “in whose judgment and experience the Deputy Commissioner has com-  
 “plete confidence.”

“Special attention is necessary to those provisions of the law  
 “(Rules X, XI, XII,) which render landholders responsible for the value  
 “of property stolen upon their estates, or brought into their estates,  
 “with their connivance. This responsibility can only be enforced by a  
 “civil action, and no one but the aggrieved party can institute the pro-  
 “secution. In cases in which the commission of the offence may fairly  
 “be attributed to the connivance or negligence of the landholder, the  
 “magistrate may properly bring to the notice of the aggrieved party this  
 “provision of the law, and may advise him to sue for the recovery of the  
 “property that he has lost. The civil court ought never to hear such a  
 “suit unless the commission of the offence has been distinctly proved in  
 “the criminal court, nor unless the Deputy Commissioner has recorded  
 “his opinion that the offence was committed with the connivance of the  
 “landholder, or that its perpetration was ascribable to his want of care  
 “or vigilance.”

"It is not proper that such cases should be disposed of in both the criminal and civil court by the same officer." It will therefore be considered a standing order that every suit of this nature is to be transferred immediately after its institution to the court of the Commissioner of the division."

*Rules regarding the duties and responsibilities of proprietors and occupiers of land in matters of police.*

"I.—All proprietors, holders, farmers, agents or managers of land  
Act II. of 1853, Section I. "are subject, with regard to all duties connected  
All landholders subject to "with the police, to the same laws, regulations,  
the same regulations. "and procedure, and to the same jurisdictions,  
"and no one is exempt by reason of his place of birth, or by reason of  
"his descent."

"II.—All málguzárs and other persons specially entrusted by law  
Indian Penal Code, Section 21. "with the duty of apprehending offenders, and  
Responsibility of málguzárs "preventing offences, are looked upon as public  
as public servants. "servants in respect of such duties, and are liable  
"in case of neglect thereof to the penalties which may be inflicted on  
"other public servants."

"III.—All zamindárs, ta'lukdárs and other proprietors of land,  
Regulation VI, of 1810, "farmers, agents, and tenants of every descrip-  
Section 2. "tion, and all officers employed by Government  
Regulation I. of 1811, Sec- "in the collection of the revenues and rents of  
tion 10. "land, are accountable for the early and punc-  
Regulation XX. of 1817, "tual communication to the magistrates and to  
Section 33. "the police, either publicly or privately, as the  
Information to be given "informants may think proper, of all intelligence  
regarding thugs, dacoits, "which they may receive respecting the resort to any place within the  
robbers, and receivers of "limits of their estate or village of thugs, dacoits, or any other descrip-  
stolen property. "tion of robbers, or of any notorious receiver or vendor of stolen prop-  
"erty. Whoever omits to give such information is liable to simple  
Indian Penal Code, Sec- "imprisonment for six months, or fine of one  
tions 176, 177. "thousand rupees, or both; and if any person,  
"bound to furnish such information, shall give information which he  
"knows or has reason to believe is false, he is liable to rigorous impri-  
"sonment for two years, or fine to an unlimited amount, or both."

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" IV.—All such proprietors and tenants of land are responsible for

Regulation VIII of 1814,  
Section 2.

Regulation III of 1812,  
Section 4.

Code of Criminal Procedure  
Section 138, Indian  
Penal Code Sections 202,  
203. Information to be  
given regarding commis-  
sion of murder, dacoity,  
robbery, house-breaking,  
and theft.

" the early and punctual communication to the  
" magistrates and to the police of all information  
" which, they may receive respecting the com-  
" mission, within the limits of the estates, of mur-  
" ders, dacoities, assembling for the purpose of  
" committing dacoity, robberies, house-breakings,  
" and thefts. Whoever intentionally omits to  
" give such information is liable to rigorous impri-  
" sonment for six months, or fine to an unlimited amount, or both ; and if  
" any person shall give information which he knows or believes to be  
" false, regarding such offences, he is liable to rigorous imprisonment for  
" two years, or fine to an unlimited amount, or both.

" V.—If five or more persons assemble for an unlawful purpose, or a

Indian Penal Code, Section  
151.

Information to be given  
regarding unlawful assem-  
blies and riots and respon-  
sibility for prevention and  
suppression thereof.

" riot is committed, the owners and occupiers of  
" the land upon which the unlawful assembly or  
" riot takes place, and all persons having or  
" claiming an interest in such land, knowing that  
" such offence is likely to be, or is being, or has  
" been, committed, are bound to give immediate  
" notice at the nearest police station. Any such person who omits to  
" give such notice, or who does not use all lawful means in his power to  
" prevent the offence, or to disperse or suppress the unlawful assembly  
" or riot, is liable to a fine of one thousand rupees.

" VI.—Whenever a riot is committed for the benefit, or on behalf

Indian Penal Code, Section  
155.

Responsibility of all per-  
sons for whose benefit a  
riot is committed.

" of any person, such person, or his agent or ma-  
" nager, is liable to fine unlimited in amount, if,  
" having reason to believe that such riot was like-  
" ly to be committed, he shall not use all lawful  
" means in his power to prevent the offence.

" VII.—All landholders and farmers are required to give at all times

Regulation II of 1797, Sec-  
tion 2.

Prevention of breaches of  
the peace and apprehension  
of offenders.

" their utmost care and vigilance to prevent  
" affrays, assaults, and all other acts of violence  
" and breaches of the peace within their respec-  
" tive estates and farms ; and to apprehend and  
" deliver over to the police officers any persons who are found in the act of

"committing a breach of the peace, or who are charged with the commis-  
 Regulation XX of 1817, "sion of any of the offences noticed in Rule VIII.  
 Section 33. "They are also required at all times to co-operate  
 "with, assist, and support the police officers in maintaining the peace,  
 "in preventing affrays and other criminal acts of violence, and in appre-  
 "hending offenders."

"VIII.—On the occurrence of a dacoity, robbery, murder, house-break-  
 Regulation XX of 1817, "ing, theft attended with wounding, or any other  
 Section 21. "heinous offence attended with violent breach of  
 Code of Criminal Proce- "the peace, it is the duty of the police, and of  
 dure, Section 82. "the village watchman, to require the headman and all the inhabitants of  
 "every village to use every effort to oppose and  
 Apprehension and pursuit "seize the offenders, or to pursue them if they  
 of offenders. "have fled; and it is incumbent on the inhabitants of the villages through  
 "which, or near to which, the pursuit lies, to afford, on the requisition of  
 "the police, or village watchman, every practicable assistance towards the  
 "apprehension of the offenders, and for the recov-  
 Indian Penal Code, Sec. 187. "ery of any property stolen by them, continuing  
 "the pursuit from village to village. Any inhabitant of a village who  
 "omits to give such assistance is liable to simple  
 Indian Penal Code, Sec. 221. "imprisonment for six months or fine of five  
 "hundred rupees, or both. Any málguzář or village watchman, who, in  
 "such a case, intentionally omits to apprehend the offender, or suffers  
 "him to escape, or aids him in escaping from confinement, is liable to  
 "punishment, the amount of which will depend upon the nature of the  
 "offence charged against the person who ought to have been apprehend-  
 "ed or kept in confinement. In the most serious cases the punishment  
 "may extend to rigorous imprisonment for seven years with fine unlimit-  
 "ed in amount, or both."

"IX.—All zamindárs, ta'lukdárs, and other proprietors of land, farm-  
 Regulation III of 1812, "ers, agents, and tenants of every description, and  
 Section 9. "all officers employed by Government in the col-  
 Regulation XX of 1817. "lection of the revenues and rents of land, are  
 Section 33. "bound to afford their assistance in the appre-  
 Apprehension of proclaim- "hension of proclaimed offenders, themselves to cause the immediate  
 ed offenders. "apprehension of such offenders found within the limits of their estates,  
 "or to apply to the police officer for any assistance which they may re-  
 "quire in the execution of that duty, or to communicate to the police



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"officer such information as has been obtained respecting the place to which the persons in question resort, or in which they are concealed. The omission on the part of málguzárs and others to carry out the requirements of the law in this respect is punishable in the manner described in rule VIII."

"X. All landholders and farmers are bound to take all precautions in

Regulation XVII of 1795,  
Section 3.

Regulation XIV of 1807,  
Section 19.

Prevention of robbery and  
theft and responsibility of  
landholders for value of pro-  
perty stolen on their estates.

"their power for the prevention of robbery and theft. If a robbery or theft be committed in any inhabited place within the limits of their estates, and the magistrate be of opinion that the offence was committed with their connivance, or that the perpetration of it was ascribable to their want of care or vigilance, they are liable, in addition to any punishment which may legally be inflicted, to be made responsible for the value of the property that has been stolen, whether notice of the arrival of the owners of the property had been given to them or not. If the robbery or theft be committed by night on the open roads, or woods, and not in an inhabited place, they will also be held responsible if it be proved that they had such knowledge of the circumstances as might reasonably have been expected to enable them to have prevented the theft or robbery."

"XI.—All landholders and farmers are also responsible for the value

Regulation XIV of 1807,  
Section 19.

Responsibility of landhold-  
ers for value of stolen pro-  
perty brought into their  
estates.

"of any stolen or plundered property proved to have been brought into their estates or farms with their knowledge or connivance, and which they have not caused to be delivered up, or respecting which they have not given timely notice to the local police officer or to the magistrate."

"XII.—Any person whose property has been stolen or plundered under

Regulation XIV of 1807,  
Section 19.

Suits for value of stolen  
property may be instituted  
against landholders in civil  
courts.

"the circumstances which, according to the two last preceding rules, render the proprietors or farmers of estates responsible, may institute in the civil court a claim against such proprietor or farmer for the recovery of the value of the property that has been lost. Such claims will be tried and decided in the civil court of the Commissioner according to the ordinary rules."

352. Public latrines should be provided if possible free of charge, wherever there is a municipality. The system adopted should be the dry earth system of conservancy.

353. The principal features of this system are :—

I. That the fæces should be immediately deodorized by the application of dry earth. The more clay and the less sand there is in the earth the better. Pure sand has little or no deodorizing power.

II. That on their removal they should be thoroughly mixed with the earth, or with more earth, by the sweeper, so as to form poudrette.

III. That the poudrette should be utilized for agricultural purposes.

354. Plans of latrines recommended by the Sanitary Commissioner were circulated in 1866, but the objection to them was their cost. The Chief Commissioner does not wish to lay down any plan, but would only state what is essential in the construction of latrines on the dry earth principle.

I. The latrine must have one or two sweepers attached to it, who must live beside it.

II. It is necessary that there be a covered place for the storing of the dry *earth*, not sand. For the rainy season the dry earth should be stored in the shape of kacha bricks, to be pounded as required.

III. It is desirable, if the funds admit of it, to cover the latrine with a roof. The roof should be on poles, and there should be ample space between the wall of the latrine and the roof for a free circulation of air. There should be no pakka flooring of any kind.

IV. Such compartments, as it may be considered advisable to divide the latrine into, should be furnished only with pans and means of ablution.

V. If two pans are furnished for the use of each person, that for the urine should be glazed. But perhaps it will be found easier to have one long oblong pan, and to trust to the earth in it to absorb the urine, changing the earth on each occasion. This plan requires more earth, but is worth testing experimentally.

VI. A larger flat pan should be furnished for ablution and should be glazed.

## Latrines.

VII. There must be means for daily removing the poudrette, which if not sold at once, should be buried in contiguous trenches, one foot deep, and covered with earth as it is put into the trench.

355. The above is all that is absolutely necessary to keep latrines on this principle in a perfectly inoffensive state. If there is any bad smell about the latrine, it is a proof that the rules here laid down are not attended to.

356. The following letter from Dr. Bonavia, Health Officer of Lucknow, regarding private dry earth latrines, is circulated for general information.

*Copy of a letter from Dr. Bonavia, Health Officer, Lucknow, to J. W. Quinton, Esq., Deputy Commissioner, Lucknow, dated 4th December 1868, No. 354.*

"I have the honour to report for the information of the Municipal Committee and of the Chief Commissioner of Oudh, that the *private* dry earth latrine, which I erected as an experiment in the Hazratganj bazaar, some time ago, is a perfect success. When I visited it lately, a small crowd of natives gathered round me to praise the new system, and to say how infinitely superior this new "bandobast" was to the "little filthy stinking holes they had before."

"2nd.—After this latrine was finished, it was made over to a sweeper, who undertook to keep it clean, on the new dry earth system, charging each visitor the usual number of cowries, which natives very willingly give to the sweepers of *private* latrines all over the city. Once erected it is no expense to the municipality; the sweeper furnishes it with dry earth, and he makes from Rs 6 to 7 a month by this institution. The place is kept as clean and as sweet as in the public latrines, the sweeper is satisfied, and all those who use it are glad to find so much benefit from the change."

"3rd.—With this experience, I most strongly urge that all *private* latrines all over the city, 131 in number, should be made on the new dry earth system, without delay. Until this be done the city cannot possibly be purified."

"4th.—The present *private* latrines consist of three or four seats, sometimes only two, screened off by grass tatties. In each seat there

“is a hole, in which are mixed up filth, urine, and water, saturating the soil, and radiating discomfort and impure air to the surrounding inhabitants. Many people do not use them, having complained to me of the nuisance. To remedy all this, I propose the following :—”

Latrines.

“I should leave the grass screens, erect a light thatch over the seats, to protect them from the rains, make a washing place, and furnish the latrine with pans and baskets in the first instance. The whole cost of each latrine will be under Rs. 10. I propose that half the cost be paid by the municipality and half by the sweeper; the latter to be paid in two instalments; then the sweeper should take out a license on the *lowest* stamped paper from the Health Officer, in which he binds himself to keep the latrine clean, according to the new system, and to keep it in repair, under pain of losing his license and his latrine being suppressed. If the sweeper is obliged to keep it in repair it will cost him next to nothing. If the municipality repairs these private latrines it will cost a good round sum every year. By all this arrangement I anticipate a perfect success, and the sweeper will be a gainer. At present many people who flock to the new *public* latrines, at a distance, would prefer to pay a few cowries to a *private* latrine keeper, and have comfort near their own houses. I consider that everybody will be a gainer.”

“5th.—There are 131 of these private latrines, and therefore the cost of remodelling them would be Rs. 1,310. If the Chief Commissioner would sanction this scheme now, I would undertake to have all these latrines made on the new system by the end of March next. Half the cost would be returned to the municipality.”

357. The grant of privilege leave is dependent on the exigencies of the public service, and wherever arrears of business have improperly accrued through the fault of the officer applying, it should be a question whether the leave should be recommended for sanction.

Leave of Absence.  
Circular 34 of 1863.

358. The following are the channels through which applications for leave are to be sent to the Chief Commissioner:—

FOR JUDICIAL OFFICERS.

Deputy Commissioner.

Commissioner.

Judicial Commissioner.

Accountant General.

Leave of Absence.  
Circular 31 of 1868.

The Cantonment Magistrate of Lucknow will send his application direct to the Commissioner.

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FOR SETTLEMENT OFFICERS.

Settlement Officer.  
Commissioner.  
Accountant General.

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FOR POLICE OFFICERS.

Deputy Commissioner.  
Commissioner.  
Inspector General.  
Accountant General.

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FOR MEDICAL OFFICERS.

Deputy Commissioner.  
Commissioner.  
Sanitary Commissioner.  
Deputy Surgeon General.  
Accountant General.

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FOR EDUCATIONAL OFFICERS.

Director of Public Instruction.  
Accountant General.

The Civil Judge and Small Cause Court Judge's applications will be submitted through the

Commissioner  
Judicial Commissioner.  
Accountant General.

The Superintendent of the Central Prison through the

Inspector General of Prisons  
Accountant General.

Commissioners will submit their own applications for leave direct through the Accountant General.

359. All applications for leave must quote the rule or order of Government under which the leave is applied for. If this is not done the first forwarding authority is to return the application.

360. In forwarding an application for leave from an officer subordinate to a Deputy Commissioner or Settlement Officer, those officers will state whether a substitute is absolutely necessary. If the Commissioner concurs in the necessity, he will try to suggest some arrangement in his own division: if he cannot do so, he will certify the same in a docket. In all cases where a substitute is necessary, the officer whose name appears directly before that of the Accountant General will attach his recommendation on the subject. The allegation that a substitute is necessary should not be lightly made; the means available for furnishing substitutes are limited, and Deputy Commissioners should remember that the alternative is refusal of the leave.

Leave of Absence.  
Circular 34 of 1868.

361. Applications for privilege leave should be sent as early in the year as possible, stating the period of leave to which entitled, the time from which it is desired, and the date of return from the last leave. The object is to enable the departmental head to make his arrangements as well as he can; but, under the orders of the Government of India, the leave will not be notified until within one month of the time of taking it. The notification will only state that so much leave is granted.

362. No notification of making over or receiving charge is necessary: the report of the departure and return of the officer taking leave which includes that of making and taking over charge, is sufficient.

363. Leave once applied for, and not taken, can only again become available by being cancelled. It can only be cancelled by the authority granting it. Officers desiring to have their leave cancelled should apply to their Deputy Commissioner, who will forward the application direct to the Secretary.

Circular 55 of 1868.

364. Reports of departure and return from leave of absence will be made in the following form:—

Certified that the office of \_\_\_\_\_  
was transferred under the orders of \_\_\_\_\_  
No. \_\_\_\_\_ dated \_\_\_\_\_

on the { forenoon } of the \_\_\_\_\_  
          { afternoon }

A. B.,

*Relieved Officer.*

C. D.

*Relieving Officer.*

**Leave of Absence.**

These are to be prepared in triplicate, one copy of which will be sent to the Secretary, one to the Accountant General, and the third to the Commissioner, who will forward it for the information of the head of the department.

Circular 20 of 1869.

365. With reference to the Notification of Government in the Financial Department No. 3579, dated 15th December 1868, whenever leave is given to an Uncovenanted Officer under circumstances requiring that extra expense should be incurred for a substitute, sanction for such arrangement must be previously obtained by the head of the office from the controlling officer immediately above him.

Home Dept. letter No. 1235, 26th March 1873.

366. Neither locally entertained hospital assistants nor the old class of locally entertained native doctors whose appointments are not recognized by the general order of the military department No. 550, dated 5th June 1868, are subject to military leave rules.

**FURLOUGH AND PRIVATE AFFAIRS.**

367. The following rules are to be observed by military officers when applying for furlough or leave on private affairs through the military department :—

**GENERAL ORDERS.**

ADJUTANT GENERAL'S OFFICE,  
*Head Quarters, Simla, 11th June 1870.*

**G. G. 135.—Furlough—Officers.**

- I. Mil. & Medical Officers in Civil employ.
- II. Officers in the Ordnance, Barrack, Clothing, Commissariat, Stud and Pay Departments; also Officers serving with Native Regiments, doing general duty, or in other Military employ; and Veterinary Surgeons.
- III. Officers in the Public Works Department.

With reference to G. G. O. Nos. 34 and 103 of 1869, the following forms of application for furlough to Europe on *private affairs* are, with the sanction and approval of the Government of India, published for the guidance of officers marginally indicated.

(2.) Officers serving out of their own Presidency must submit their applications for furlough on *private affairs* to the Government of *their own Presidency*, through the local government or administration under which they may be serving, or through the Adjutant General if serving under the orders of the Commander-in-Chief in India,

(3.) Applications for leave on *medical certificate* will, as heretofore, be submitted through the officer commanding at port of embarkation *after* the applicant has passed the final medical board.

**Leave of Absence.**

A form of application and all necessary information on this head can be obtained from the military authorities *at port of embarkation*.

(4.) Official telegrams *under no circumstances* are admissible, and private telegraphic communications will not be attended to, except in cases of the clearest urgency, the nature of which must be explained in the telegram; and if a reply is required, it must be paid for by the officer concerned.

(5.) Officers desirous of proceeding to Europe on emergent *private affairs*, who may have already enjoyed the authorized furlough, or who may not be entitled to such indulgence, should transmit with their applications a succinct detail, on honor, of the circumstances which induce them to apply.

(6.) Applicants for furlough on *private affairs* are on no pretext whatever to be allowed to leave their stations until they have been officially informed that their furlough *has been sanctioned* by the Government of India; neither are they to be permitted to leave their stations unless there is reasonable ground for believing they can embark within the period of ordinary preparatory leave sanctioned under clause XVIII of the Furlough Rules of 1868.

(7.) All applications for furlough on *private affairs* from medical officers in military employ are to be forwarded to head quarters, by General Officers, through their Inspector General of Hospitals, Indian Medical Service.

(8.) Officers obtaining furlough on private affairs are to understand that the grant of furlough only holds good for *three months* from the date of the general order notifying it. This period is *inclusive* of the thirty days' preparatory leave allowed to reach the port of embarkation.

(9.) In the case of an officer whose furlough is not notified within *three months* from the date of his no-demand certificate, it will be necessary for the applicant to forward to army head quarters a fresh no-demand certificate or a guarantee in lieu.



Leave of Absence.

(10.) Officers proceeding to the port of embarkation preparatory to availing themselves of furlough on *private affairs* should provide themselves with the following documents:—

I.—Extract of order granting *preparatory* leave.

II.—Extract of Government General Order granting furlough.

III.—Last pay certificate.

IV.—Certificate showing the date up to which the officer performed the duties of his appointment.

(*No. IV is only required from an officer holding a staff appointment.*)

(*Note.*—Adjutant General's Circular No. 99, dated 24th December 1867, cancelled.)

*By order of the Right Honorable the Commander-in-Chief.*

FRED. THESIGER, Colonel,

*Adjutant General.*

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I.

*Specimen forms for Military and Medical officers in Civil employ.*

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A.

[*To be prepared in duplicate on a full sheet of foolscap paper with quarter margin.*]

TO THE ADJUTANT GENERAL,

*Head Quarters,*

SIMLA.

SIR,

I have the honor to request you will submit this my application to Government for permission to proceed via Calcutta (or Bombay, as the case may be) to——on private affairs for——under the furlough rules of 187 .

(2.) The prescribed no-demand certificate [or guarantee, as the case may be] and statement of service are enclosed.

Leave of Absence.

I have the honor to be,  
Sir,  
Your most obedient servant,

[Signature of applicant.]

(Station and date.)

NOTE.—To be countersigned by the head of department.

With the view of divesting furlough applications from Military Officers in civil employ of all unnecessary enclosures, it should be here recorded, and *not on a separate sheet of paper*, that the permission of the local Government under which the applicant may be serving has been obtained, and if preparatory leave has been granted, this should also be stated.

# FORM OF STATEMENT OF LEAVE.

Statement of {Leave granted to ——— since his admission into the Service on the day of ——— 18 .

To where	From	To	Authority.	Years.	Months.	Days.
Leave in India on private affairs, }						
Leave in India on medical certificate, }						
Leave in England on private affairs, }						
Leave in England on medical certificate, }						
Total, ...						

(Station and date.)

[Signature of applicant.]

(To be prepared by the applicant himself.)

## Leave of Absence.

## B.

BENGAL FORM 94.

*An Officer intending to apply for leave of absence must obtain from the Paymaster from whom he receives his Pay the following :—*

## PAYMASTER'S CERTIFICATE.

Certified, that I have issued to \_\_\_\_\_ his Pay and Allowances for the month of \_\_\_\_\_ 18\_\_\_\_ after making the authorized recoveries, and that there are no claims against him on the Books of my Office.

The \_\_\_\_\_ Pay office,  
day of \_\_\_\_\_ } Paymaster.

*This is to be forwarded to Calcutta to the Military Accountant with an application for the following :—*

## MILITARY ACCOUNTANT'S NO-DEMAND CERTIFICATE.

Certified that on examination of the public accounts in the Military Accountant's and Pay, Commissariat, Ordnance, Medical and Fund Examiners' branches of the Military Accounts Offices, there appear to be no demands against the said \_\_\_\_\_

\_\_\_\_\_ }  
FORT WILLIAM,  
Military Accountant's Branch,  
The \_\_\_\_\_ day of \_\_\_\_\_ 187 . } Military Accountant.

*NOTE.—An officer having charge of cash or stores must obtain the certificate laid down in G. G. O. No. 755, dated 17th July 1860, or the receipt of his successor for the cash or stores made over to him.*

*This must also be sent with the Paymaster's Certificate to the Military Accountant.*

*NOTE.—No demand certificate not required from officers in civil employ, Military Department, No. 923, dated 20th October 1871.*

C.

Leave of Absence.

GUARANTEE IN LIEU OF NO-DEMAND CERTIFICATES.

• [To be prepared in duplicate on a half sheet foolscap paper with quarter margin.]

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,  
MILITARY DEPARTMENT.

SIR,

In lieu of the prescribed certificates of No-Demand, both cash and stores, I (or we) hold myself (or ourselves) responsible to Government for any public demand or demands, that may arise against *(here enter name and rank of officer)* in the event of his being permitted to proceed to *(enter place to which proceeding on furlough)*.

• I (or we) have the honor to be,

Sir,

Your most obedient servant,

• [Signature.]

(Place and date.)

D.

[To be prepared in duplicate on a full sheet of foolscap paper with quarter margin.]

STATEMENT OF SERVICE OF \_\_\_\_\_

SERVICE IN THE FIELD.

Served with the army of the Sutlej in 1846.

Present at the action of \_\_\_\_\_

Wounded dangerously \_\_\_\_\_

Medal and clasp \_\_\_\_\_

Mentioned in the despatch of \_\_\_\_\_ who commanded the \_\_\_\_\_ division \_\_\_\_\_ brigade, or as the case may be, published in general orders, (date) \_\_\_\_\_

Served in the capacity of \_\_\_\_\_ in the force under \_\_\_\_\_  
in the \_\_\_\_\_ campaigns, (date) \_\_\_\_\_.

Brought to notice of the commander-in-chief in the despatch  
of \_\_\_\_\_ general orders, (date) \_\_\_\_\_.

Received the thanks of Government. Government General Order  
No. \_\_\_\_\_ (date) \_\_\_\_\_.

Promoted to rank of \_\_\_\_\_ by brevet for service in the \_\_\_\_\_  
Campaign.

Served as \_\_\_\_\_ with the expedition to \_\_\_\_\_  
in the year \_\_\_\_\_.

Accompanied the force under \_\_\_\_\_ from (date) \_\_\_\_\_  
to (date) in the capacity of \_\_\_\_\_ in the campaign.

Received the order of the Bath \_\_\_\_\_ (Civil or Military.)

*N. B.*—In the case of officers who have not seen service in the Field "No Field  
Service" is to be written under this head.)

#### NATURE OF EMPLOYMENT DURING SERVICE.

Joined the \_\_\_\_\_ regiment \_\_\_\_\_ (date)

Appointed Adjutant (date) \_\_\_\_\_

Continued in regimental employment until (date) \_\_\_\_\_

Proceeded to England with invalids and discharged soldiers.  
(date) \_\_\_\_\_

Returned (date) \_\_\_\_\_

Appointed Brigade Major at Umballa (date of G. O.) \_\_\_\_\_ and  
held this appointment until (date) \_\_\_\_\_

Vacated staff appointment (to be specified), on promotion to  
rank of \_\_\_\_\_

Regimentally \_\_\_\_\_

Return to corps \_\_\_\_\_

Succeeded to command of regiment (date) \_\_\_\_\_ and retained  
command until (date) \_\_\_\_\_

Appointed Assistant Commissioner in the Panjáb (date of  
order) \_\_\_\_\_

Employed on special duty (to be specified.)

*N. B.*—When an officer may not have held any appointment during his service, a  
statement to this effect to be recorded.

**Leave of Absence.**

Finl. Dept. Res. No. 1226,  
17th June 1869.

371. "In accordance with the opinion expressed in the Military Department, the Governor General in Council is pleased to resolve "that in cases in which the furlough allowance of a medical officer in "civil employ, calculated according to Rule V of the Military Leave "Rules on the average salary drawn by him for three years, prior to "his proceeding on furlough, does not equal half of his unemployed "pay, the difference shall be added to the furlough allowance."

G. O. No. 220, 11th July  
1873.

372. All applications for furlough in India on medical certificate, from officers not under the Commander-in-Chief's orders, are to be forwarded direct to the Military Department, Calcutta, by the Officer Commanding the station at which the standing Medical Committee meets to consider the applicant's case.

II. This course applies equally to officers in civil employ, who obtain from the Military Department extension of leave granted under the provisions of G. G. O. No. 613 of 1871, which will then become furlough on medical certificate.

III. Officers concerned should always appear before the nearest convenient standing Medical Committee.

Mil. Dept. letter to Adjt. Genl. No. 183, 6th September 1873.

373. As officers going Home on urgent private affairs, under rule XI. of the Furlough Regulations of 1868 are not included in the furlough percentage, applications for furlough under that rule should be forwarded direct to the Military Department, in the case of officers not under the Commander-in-Chief's orders, instead of through the Adjutant General's Office.

Circular 91 of 1873.

374. Applications for ordinary furlough, or for furlough to Europe on urgent private affairs from officers belonging to the Madras or Bombay Establishment serving in this Province, will be forwarded by the Chief Commissioner direct to the Government of their own Presidency.

*374 & 375*  
375. The Commissioner and Deputy Commissioner are *ex-officio* members of the Local Agency, the Commissioner being president.

376. The Local Agency has the charge of all nazul lands and buildings. Where there is a municipality the accounts of the nazul property within the municipality are to be kept separate.

377. Municipalities are to exercise no control over nazul property.

Local Agency.

378. The Local Agency's authority over nazul property extends only to the income of the year and expenditure within the same period. Leases for more than one year, or any grant on terms creative of right, or pretensions to right, require the sanction of the Chief Commissioner.

379. There shall be one committee in each district to be considered appointed under Section 13, Act XVII. of 1871. Of this committee, the Deputy Commissioner shall be President, and the Assistant Commissioners, the District Superintendent of Police, the Civil Surgeon, the District Engineer, the Deputy Inspector of Education and the Tahsildárs, *ex-officio* members. The remaining members, who shall be at least as numerous as the official members, shall be appointed by the Chief Commissioner on the recommendation of the Deputy Commissioner and Commissioner, and their names shall be notified in the Gazette.

Local Funds.  
Circular 65 of 1873.

380. The duties of the committee are first to carry out the rules, framed under Section 14, Act XVII. of 1871, published in the *Oudh Government Gazette* of the 23rd August 1873, under notification No. 3949 of the 18th idem, which are re-published below :—

I. The functions of the committee are to assist the Deputy Commissioner in determining how the amount allotted to his district under Section 10 of the Act, shall be applied, and in supervising and controlling the expenditure of the same.

II. For this purpose they shall meet at a place and at a time to be appointed by the Deputy Commissioner in the month of August, and otherwise as often as may be found necessary.

III. The Deputy Commissioner shall give to each member of the committee timely notice of the place, day, and hour at which each meeting is to be held. Tahsildárs are however only expected to attend the budget meeting in August unless specially summoned.

IV. Four members shall form a *quorum*, and, should opinions on any question be equally divided, the President shall have the casting vote.

Local Funds.

V. A record of the proceedings of each meeting shall be kept, and a copy of the same submitted through the Commissioner for the information of the Chief Commissioner.

VI. The committee shall cause two budgets to be prepared, one showing the general proposed appropriations in detail and the P. W. in the lump, the other showing the P. Works in detail.

These budgets shall be submitted by the Deputy Commissioner, along with his general and P. W. budgets respectively.

VII. The accounts of the receipts and expenditure in respect of all rates levied under the Act shall be kept by the Deputy Commissioner, be laid before each meeting of the committee, and be open to the inspection of members of the committee at all times.

381. Secondly, it shall be the duty of the committee to represent the wishes of the people, generally regarding the expenditure of the following other local funds of the district, and the budgets to be prepared by the committee shall appropriate the funds of them all :—

Road Fund.

Pound do.

Nazul do.

Dispensary do.

Charitable Refuge do.

382. It does not however follow that whatever the committee may recommend is to be *ipso facto* accepted by the Commissioner. That officer will have full power to exclude from the budgets any proposals of the committee which may seem to him unadvisable or improper. In order that the Chief Commissioner may see what the committee wished, however, their budgets shall be sent with those submitted by the Commissioner.

383. The Chief Commissioner desires to caution the Local Officers and Committees to be very careful in making their proposals, as it is his wish to give effect to them to as great an extent as possible. He would especially caution them to consider well any proposals involving the creation of establishments of a permanent nature. When such establishments are sanctioned from a regular tax, like the local rate cess, they are not only a permanent alienation of the funds to that



extent, but the members of such establishments become eligible for pension, which may hereafter become a serious charge.

Local Funds.

384. Of this kind are branch dispensaries, and it appears to the Chief Commissioner that, while such an institution can only benefit those in the immediate neighbourhood, it is unfair that the whole cost should be borne by a general district fund. It would be perhaps better for the Committee to base its recommendation on the grant-in-aid principle, which has the treble advantage of showing that the people desiring the dispensary are willing to do something for it themselves, of making the money go twice as far, and of maintaining a system under which the establishments are not eligible for pension.

385. In the General Public Accounts, no separate Margin Fund is to be shown, and in future the receipts and disbursements will, in accordance with the wishes of the Government of India, be shown under the "Local Rates."

Circular 2 of 1874.

386. But in each district, the accounts of the old Margin Fund must be kept separately as heretofore, and at the close of each financial year, a statement will be submitted to the Chief Commissioner, showing the receipts, expenditure and balance. The balance will lapse to Provincial Funds. The Fund though, nominally amalgamated with the Local Rates, will remain a Provincial Fund, and will continue to be under the control of the Chief Commissioner, and in its management, the Local Committees will not interfere.

387. The entire charge of Lock-ups has been made over to the Jail Department.

Lock-ups.

Circular 71 of 1872.

388. The charges on account of Lock-ups have been transferred to Provincial Services.

Circular 64 of 1873.

389. With one exception, every Sadr Lock-up will be under the immediate charge of the Superintendent of the District Jail. The exception is the Lucknow Lock-up, the position of which prevents its being under the charge of the Superintendent of the Lucknow Jail. It will remain as heretofore under the Deputy Commissioner, but the bills will be submitted to the Inspector General of Prisons.

390. The Superintendent of the Lunatic Asylum having brought to notice the incompleteness of the papers sent up with lunatics, the following amended forms Nos. I to IV are prescribed for adoption.

Lunatic Asylum.  
Circular 66 of 1870.

**Lunatic Asylum.**

When a Deputy Commissioner finds it necessary to confine a criminal under Section 426 or 430 of the Criminal Procedure Code, he should direct him to be kept in the jail, pending the receipt of the orders of the Chief Commissioner, and he and the Civil Surgeon of the District should immediately fill up form No. I or II, as the case may require, all but the last column, and transmit it through the Judicial Commissioner for the orders of the Chief Commissioner, which will be recorded in the last column, attested by the Secretary, or Junior Secretary, and returned to the Deputy Commissioner, who will then forward the lunatic, with the form, to the Asylum. In Lucknow, lunatics will not be kept in the jail, but will be sent direct to the Lunatic Asylum, pending the orders of the Chief Commissioner.

The same procedure should be observed by officers in charge of jails in respect to Form No. III which should be submitted through the Inspector General of Prisons. Form No. IV will be filled up entirely by the Magistrate and Civil Surgeon.

391. The Chief Commissioner desires to impress upon Civil Surgeons, the necessity of their being more full and particular in their medical certificates, than they sometimes are at present.

392. Deputy Commissioners should indent through Secretary to Chief Commissioner on the Government Press for Forms Nos. I, II, and IV, and officers in charge of jails for Form No. III.

## No. I.

**CRIMINAL LUNATICS.**

**ORDER OF THE LOCAL GOVERNMENT FOR ADMISSION OF  
CRIMINAL LUNATICS.**

You are hereby requested, under Section 426 of the Criminal Procedure Code, to receive into the Lunatic Asylum for treatment, the under-mentioned lunatic, and detain him until well enough to stand his trial.

Name and father's name.	Age.	Mauzah, parganah and district.	Nearest relative with his mauzah, parganah and district.	Offence and Section of Penal Code or other Law.	Date of order.

*Deputy Commissioner.*

*Secretary to the Chief Commissioner.*

CERTIFICATE OF CIVIL SURGEON.

Lunatic Asylum.

I the undersigned \_\_\_\_\_ hereby certify that I on \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ personally examined \_\_\_\_\_ and that the said \_\_\_\_\_ is a \_\_\_\_\_ and a proper person to be taken charge of and detained under care and treatment, and that I have formed this opinion on the following grounds, viz :—

1. Facts indicating insanity observed by myself.
2. Other facts indicating insanity communicated to me by others.

No. IN REGISTER.

*Asylum Record.*

Name \_\_\_\_\_

Received into Asylum on the \_\_\_\_\_

Nature of malady \_\_\_\_\_

Orders regarding treatment \_\_\_\_\_

Visitor's remarks and date of inspection \_\_\_\_\_

No. II.

CRIMINAL LUNATICS.

ORDER OF THE LOCAL GOVERNMENT FOR ADMISSION OF  
CRIMINAL LUNATICS.

You are hereby requested, under Section 430 of the Criminal Procedure Code, to receive into the Lunatic Asylum for treatment, the undermentioned lunatic, and detain him, until duly discharged accordingly to law.

Name and father's name.	Age.	Mauzah, parganah and district.	Nearest relative with mauzah, parganah and district.	Offence and Section of Penal Code or other law.	Whether he has been found to have committed the offence, Sec. 393.	Date of order.

*Deputy Commissioner*

*Secretary to the Chief Commissioner.*

Lunatic Asylum.

## CERTIFICATE OF CIVIL SURGEON.

I the undersigned ——— hereby certify that I on ——— day of ——— at ——— personally examined ——— and that the said ——— is a ——— and a proper person to be taken charge of and detained under care and treatment, and that I have formed this opinion on the following grounds, viz :—

1. Facts indicating insanity observed by myself.
2. Other facts indicating insanity communicated to me by others.

No. IN REGISTER.

*Asylum Record.*

Name———

Received into Asylum on the———

Nature of malady———

Orders regarding treatment———

Visitor's remarks and date of inspection———

Order of a special commission }  
 appointed by the Local Government }  
 under Clause 3, Section 395, Crimi- }  
 ninal Procedure Code.

No. III.

## CRIMINAL LUNATICS.

ORDER OF THE LOCAL GOVERNMENT FOR ADMISSION OF  
CRIMINAL LUNATIC.

You are hereby requested, under Section 31, Act V. of 1871, to receive into the Lunatic Asylum for treatment, the undermentioned lunatic, and detain him, until duly discharged according to law.

Name and father's name.	Age.	Mauzah, par- ganah and district.	Nearest rela- tive, with mauzah, par- ganah and district.	Crime.	Term of sen- tence, and term yet to run.	Violent or otherwise.	Date of order.

*Superintendent of Jail.**Secy. to the Chief Commissioner, Oudh.*

CERTIFICATE OF CIVIL SURGEON.

Lunatic Asylum.

I the undersigned ——— hereby certify that I on ——— day of ——— at ——— personally examined ——— and that the said ——— is a ——— and a proper person to be taken charge of and detained under care and treatment, and that I have formed this opinion on the following grounds, *viz*:—

1. Facts indicating insanity observed by myself.
2. Other facts indicating insanity communicated to me by others.

No. IN REGISTER.

*Asylum Record.*

Name———

Received into Asylum on the———

Nature of malady———

Orders regarding treatment———

Visitor's remarks and date of inspection———

No. IV.

MAGISTRATE'S ORDER FOR ADMISSION OF LUNATIC.

To

THE SUPERINTENDENT, LUNATIC ASYLUM.

SIR,

Be pleased to receive for treatment as a lunatic, under Sec. 4 or 5 of Act. XXXVI of 1858, the following individual who has committed offence:—

Name.	Age.	Mauzah, par- ganah, dis- trict.	Residence, and name of nearest relative or guar- dian, mauzah, par- ganah district.	How, where and under what circum- stances found.	Violent or otherwise.	Date of order.

*Magistrate.*

Lunatic Asylum.

## CERTIFICATE OF CIVIL SURGEON.

I the undersigned \_\_\_\_\_ hereby certify that I on \_\_\_\_\_ personally examined \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ and that the said \_\_\_\_\_ is a \_\_\_\_\_ and a proper person to be taken charge and detained under care and treatment, and that I have formed this opinion on the following grounds, viz:—

1. Facts indicating insanity observed by myself.
2. Other facts indicating insanity communicated to me by others.

No. IN REGISTER.

*Asylum Record.*

Name \_\_\_\_\_

Received into Asylum on the \_\_\_\_\_

Nature of malady \_\_\_\_\_

Orders regarding treatment \_\_\_\_\_

Visitor's remarks and date of inspection \_\_\_\_\_

Circular 51 of 1872.

393. Incurable harmless idiots should be made over to their own relatives and guardians to be properly cared for; or else provided for in the district poor-house compound and not be sent to the Asylum, where, in consequence of the admission of such persons, the accommodation for the treatment of curable, dangerous, and criminal lunatics, is becoming very limited. With reference to this order attention is drawn to the following extracts from a letter from the Government of India on the subject:—

Circular 29 of 1874.

"In the present state of Indian Asylums, with the very imperfect means at our disposal for the proper treatment of lunacy, for providing decent and proper custody of lunatics, or for vigilant protection of them against ill usage by subordinate officers, it is most questionable whether the Government is justified in undertaking the confinement and cost of maintenance of any person whom it is not dangerous to the public to leave at liberty, unless, indeed, there be a real prospect of his cure or improvement by medical treatment within the Asylum, or unless he is placed there to save him from absolute destitution."

And again "all that can at present be safely attempted by the Government, and indeed, all that can be reasonably expected of Government, is that there shall be some Asylum where lunatics who need care or restraint, and are absolutely destitute of friends who can supply their needs, may be detained as long as they remain dangerous or destitute."

Lunatic Asylum.

393A Cr 44976  
394. With reference to the power under Act X of 1872, conferred on Deputy Commissioners as Magistrates of districts, to authorize any Magistrate subordinate to them to entertain complaints arising within one or more specified thanahs, the Chief Commissioner has always been of opinion that the Deputy Commissioner should be king in his district, and the only way in which this object can be ensured is for him to take the petitions generally from whatever quarter they may be presented. But the Chief Commissioner sees no objection to a Magistrate of a district being empowered to authorize any Magistrate to entertain criminal complaints arising within one or more specified thanahs, should he think fit to do so.

Magistrate.  
Circular 1 of 1873.

395. The Chief Commissioner thinks there can be no doubt that there should be one officer in each district empowered to act under Section 44 during the absence of the Magistrate of the district from his head-quarters.

396. The Chief Commissioner further observes that there can be no question that there should be at least one other officer in each district, besides the Magistrate of the district, empowered to try summarily, Section 222. But Sir George Couper will not invest any Magistrate of the First Class with these powers, unless thoroughly satisfied of his competency to exercise them.

397. As Cantonment Magistrates are, under Section 4, Act XXII of 1864, Magistrates in charge of a division of a district, they will exercise the powers defined in Section 28 of the Act.

398. The Chief Commissioner has refrained from investing any subordinate Magistrate with power to hold inquests, Section 135; power to entertain complaints of offences and receive police reports, Section 141; power to issue order to prevent obstructions, &c., Section 518; power to issue order prohibiting repetition of nuisance, Section 519; because these powers can when necessary be conferred by Magistrates of

**Magistrate.**

districts. Magistrates of districts, when conferring these powers, should report having done so through the Commissioner and Judicial Commissioner, and they are directed to conform to the following instructions :—

The power to hold inquests, Section 135 ; power to issue order to prevent obstruction, &c., Section 518 ; and power to issue order prohibiting repetition of nuisance, may be conferred at the discretion of the Magistrate of the district ; but power to entertain complaints of offences and receive police reports, Section 141, should not be conferred when the Subordinate Magistrate's Court is at no great distance from the head-quarters of the district, and no material inconvenience would be caused to complainants from having to prefer their complaints at the head-quarters.

**Circular 14 of 1874.**

399. A case has recently come before the Chief Commissioner, in which an action was brought against Government under the following circumstances.

A Magistrate ordered the attachment of the property of an absconding offender under section 172 of the Code of Criminal Procedure. Some property was attached, and shortly afterwards the father of the absconding person applied to the Magistrate, stating that some of his property had been attached and praying for its release. The Magistrate held that he could take no action on this petition as the Code of Criminal Procedure contains no provision empowering a Magistrate to decide claims preferred by third persons to attached property. The claimant then filed a suit in the Civil Court for the attached property, and as there was no doubt that the property was his, the Chief Commissioner directed the Officer, who represented the Government, to confess judgment.

It is quite true that there is no express provision in the Code directing Magistrates to determine the right of third persons to attached property ; but the Code only authorizes the Magistrate to attach the property of the absconding person, and when a mistake has been made and the property of a third person attached, it seems to stand to reason that the Magistrate should rectify the mistake and release the property which was improperly attached. The omission to institute enquiries may not have been illegal, yet the Government is entitled to look for the exercise of a little common sense on the part of its servants ; enough to prevent them entangling it in a law suit, in which it must come out



the loser, and I am therefore to request that, in similar cases, when there are *prima facie* grounds for supposing that a mistake has been made, applications for the release of attached property may not be summarily rejected.

Magistrate.

400. The following Circular, No. 153, dated 16th May 1864, from the Secretary to the Government of India in the Foreign Department, on the subject of the march of troops through our own territories and those of native states, is published for information and guidance. A police officer will always be deputed with troops marching through, and his relief arranged for at the first encamping ground in the next district. If the troops are European, the police officer should be an European also, or at the worst a native who can speak English.

March of Troops.  
Circular 34 of 1864.

*Circular No. 153, from the Secretary to the Government of India, to the Chief Commissioner of Oudh, dated Simla the 16th May 1864.*

“ A late event has brought to the attention of the Viceroy and Governor General in Council, that cases sometimes occur in which British officers, notwithstanding the stringent orders of Government to the contrary, have been tempted to take, at times, the law into their own hands, and to maltreat natives; sometimes, as in the case adverted to, where there may be reasonable grounds of complaint; at other times it has been for trifling causes; occasionally for no reason at all. The consequences of such illegal and violent acts are, not only that injustice and hardship are inflicted on individuals, but that the character of the Government itself suffers from the tyrannical and oppressive behaviour of its own officers.”

“ Conduct of a kind so objectionable will not fail to subject those who deliberately violate the orders of Government to adequate penalties. But, though provocation can in no wise excuse the neglect or contempt of the reiterated orders of Government on this important subject, yet the Governor General in Council is desirous to prevent, as far as possible, the occurrence of any just cause of irritation to British officers marching detachments through our own territories or those of native states.”

“ To insure this object there should always be some one present to whom the commanding officer can apply for redress; to whom he can look for prompt attention when robberies have occurred or injuries

## March of Troops

"have been inflicted, and from whom he may expect that every effort  
 "will be timely made to recover stolen property, to capture and without  
 "delay to bring to justice offenders, and to bring to notice any neglect  
 "or misconduct on the part of subordinate local officers."

"With this view, whenever troops are to march in British terri-  
 "tories, they should be accompanied by a police officer deputed by the  
 "magistrate of the district. The regular relief of the police officers, as  
 "troops in march cross the boundaries of districts, is a point of detail  
 "which should in future be as carefully provided for as the preparation  
 "of supplies in the several districts."

"In native states the political officers of the British Government  
 "must understand it to be one of their duties to provide that, whenever  
 "British troops are to traverse the territories of native princes, their  
 "darbars are to depute intelligent and experienced officials of their own  
 "to accompany the British detachments, and to remain in attendance  
 "until the troops cross the boundary and enter other territory. The  
 "Governor General is aware that this is frequently practised when any  
 "considerable body of troops is to traverse a native state; but it is not  
 "sufficient thus to restrict the system to larger bodies of troops, for the  
 "occurrence of robberies and of causes of misunderstanding are more  
 "likely to occur with small than with larger masses of troops, who  
 "ordinarily have with them an experienced staff, and are usually accom-  
 "panied by darbar wakeels of rank and authority. The system must be  
 "worked out as carefully with small as with large bodies, and with  
 "especial care whenever the small detachment is composed of Euro-  
 "pean troops."

"The Governor General in Council is of opinion that when such a  
 "system shall be adequately established, the occasions should be rare when  
 "misunderstandings could arise, and it should prevent the occurrences  
 "which often are a source of much irritation to commanding officers.  
 "Native states would be relieved from many difficult references and  
 "claims, whilst commanding officers, having at hand a responsible  
 "person to whom at once to apply, would be better able to pay attention  
 "to the precise instructions laid down for their guidance in Para. 2, Sec.  
 "47, of the Military Regulations of the Army, according to which, all  
 "officers marching are enjoined to bear in mind the serious responsi-  
 "bility that will attach to them for any abuse of authority, or exertion

“of illegal power. They will therefore, invariably report to the civil authorities any instance of neglect or inattention, on the part of the native police or other subordinates of the civil power, but by no means interfere with them in the exercise of their duty, or use any authority whatever over them; and in the event of any detriment or delay arising to the public service, or of well-founded cause of complaint existing, they are to represent the same to the Commander-in-Chief through the regular channel.”

March of Troops

401. The provisions of the Indian Christian Marriage Act, 1872, as to the transmission of Returns and Certificates to Government are shortly as follows :—

Marriages—Christian.  
Circular 68 of 1873 and  
Circular 19 of 1874.

(1). Marriages solemnized by Clergymen of the Church of England; Sections 28-29.

Quarterly returns of such marriages are to be forwarded in duplicate, to the Registrar of the Archdeaconry, by whom one copy will be sent to the Secretary to the Local Government.

(2). Marriages solemnized by Clergymen of the Church of Rome :—Section 30.

Returns of all such marriages solemnized in Oudh will be forwarded to the Secretary to the Government of the North-Western Provinces for submission to the Government of India.

(3). Marriages solemnized by Clergymen of the Church of Scotland; Section 31.

Returns of such marriages are to be forwarded quarterly to the Secretary to the Local Government through the Senior Chaplain of the Church of Scotland.

(4). Marriages solemnized by other Clergymen; Sections 32-36.

Certificates of such marriages are to be sent by the Minister solemnizing them within one month from the time of the solemnization, to the Marriage Registrar of the districts, by whom they will be forwarded monthly to the Secretary to the Local Government.

(5). Marriages solemnized before a Marriage Registrar; Sections 54 and 55.

**Marriages—Christian.**

At the end of every month certificates of such marriages shall be sent by the Marriage Registrar to the Secretary to the Local Government.

## (6). Marriages between Native Christians ; Sections 37, 59 and 62.

The Act does not lay down any special returns for these marriages, but the Chief Commissioner is pleased to direct, under Section 62 of the Act, that monthly returns of such marriages shall be forwarded to the Deputy Commissioner of the district.

A Register in triplicate will be supplied to each Clergyman of the Church of Rome which he will fill up in his own vernacular, in Latin or in English. One copy or set of entries will be torn off and submitted to the Roman Catholic Bishop who will send them in July and January to the Magistrate of the district.

402. The Register Book, prescribed in Section 62 of the Act, shall be kept in the accompanying Form A. and the Book when filled shall be forwarded to the Deputy Commissioner of the district, who shall send it to the Secretary to the Local Government to be kept by him, with the records of his office.

403. It will be noticed that in the case of a marriage between Native Christians under Part VI, a certificate is to be granted on the application of either of the parties, and on the payment of four annas (Section 61), but no mention is made in the Act of any certificate to be given to the parties to a marriage-solemnized under Part V. If, therefore, an attested copy of the certificate is required, it must be given on a Stamp of 8 annas value according to the provisions of the General Stamp Act, Schedule I, No. 23.

404. Registry books and forms of certificates and notices will be supplied to Ministers of Religion and Marriage Registrars from this Office, free of cost ; applications should be addressed to the Junior Secretary.

405. The Chief Commissioner is pleased to direct that the fees, mentioned in Section 82 of the Act, shall be levied at the following rates :—

Fee for receiving and publishing a notice of marriage under Parts	
III or V of the Act, .. .. .	Re. 1

Fee payable to a Marriage Registrar for issuing a certificate under **Marriages—Christian.**  
Section 41, .. .. . Rs. 2.

Fee payable to a Marriage Registrar for registering a marriage ;  
Section 54, .. .. . Rs. 5.

Fee for registering a marriage between native christians ;  
Section 62, .. .. . 4 annas.

Fee for entering protest against or prohibition of the issue of a marriage certificate by a Marriage Registrar ; Section 44, .. Rs. 10.

Fee for searching register books or certificates or duplicates or copies thereof ; Section 79, .. .. . Re. 1.

Fee for searching register or duplicates thereof in the Office of the Deputy Commissioner, or of persons licensed under section 9 of the Act ; Section 62, 63, and 64, .. .. . 8 annas.

Fee for giving copy of an entry in register book or duplicate in the Office of the Deputy Commissioner or of any persons licensed under Sections 62, 63, and 64, .. .. . 4 annas.

In the case of Non-Commissioned Officers and soldiers, the above fees will be remitted ; and they may be remitted in other cases.

All fees received under the above rules may be retained by the person to whom they are paid.

**A.**

*Form of Register Book to be kept up under Section 62 of the Indian Christian Marriage Act of 1872.*

1	2	3	4	5	6	7	8	9
Number.	Date of marriage.	Name of parties.	Father's name.	Caste, race or profession.	Age.	Residence.	Name of witnesses.	Residence of witnesses.
		Man.						
		Woman.						

*Signature of Registrar.*

Marriage of Natives  
of rank.  
Circular 27 of 1863.

406. The following letter was addressed to the T'alukdárs' Association by the Chief Commissioner, No. 638, dated 25th March 1863 :—

I am directed by the Chief Commissioner to express his earnest hope that at the next general meeting of the Association the subject of expenses on marriages will be taken into serious consideration, and some measures be devised for effecting a reduction in the present lavish expenditure on such occasions, whereby properties are encumbered with debt.

The Chief Commissioner desires me to remind you of the observations made by his Excellency the Governor General at Cawnpore, to those t'alukdárs who waited on his Excellency there in February last. The Chief Commissioner is aware that the excuse invariably urged by the t'alukdárs for the present custom is that, as they marry into Rájput families in the North-Western Provinces, no reduction of expenditure is possible, unless the latter can be induced to agree to it.

But the Chief Commissioner does not admit this to be an insuperable obstacle. The t'alukdárs in Oudh can effect the desired object in respect to all marriages contracted within the limits of their province, and their example cannot fail to influence the chiefs of the North-Western Provinces. It is no argument against the possibility of a social change that it cannot be universally and simultaneously carried out. A beginning must be made, and if the Oudh t'alukdárs will take the lead in the movement, the Chief Commissioner would be able to ask co-operation of the authorities and chiefs of the North-Western Provinces in the work with far greater chance of success than he can expect at present. He could then point to the example of the Oudh t'alukdárs to shew that such a reform is not only possible, but desired by the aristocracy, which the Chief Commissioner firmly believes to be the case.

The subject has pressed itself on the Chief Commissioner's notice, more especially at this moment, in consequence of the extravagant expenditure that has lately taken place at the marriage of Rájah Rustam-sáh's niece, where the Chief Commissioner is credibly informed nearly 35,000 persons were fed for six days. It is astonishing that the t'alukdárs should consider the fame and dignity of their houses promoted by a prodigality that must bring ruin on them. Of what use will it be in after times to point to the splendid alliance made by one of the family, and the feasting and profuse hospitality that was dispensed on the

occasion to thousands, when the family has been reduced to poverty and all its estates have passed into other hands. Another such celebration of a marriage as has just taken place at Derah will be the ruin of that noble and loyal family, an event that would cause the Government deep regret.

Marriage of Natives  
of rank.

The example thus set by the t'alukdárs is imitated by their humbler kinsmen. Small proprietors are driven to mortgage and sell their properties to provide funds for a marriage, and it has truly been said that a Rájput will throw away his birthright to celebrate a marriage. This custom has also been at the root of infanticide, which the t'alukdárs have bound themselves to suppress.

The Chief Commissioner hopes you will read this letter to the Association, and tell the assembled t'alukdárs that he entreats them to devise a remedy for the evil, and the most obvious one seems to be to fix a moderate scale of expenditure proportionate to the relative means of each family. He can assure you that every aid in his power shall be given to promote so beneficial a result. It is the subject that most demands the attention of the Association, for the custom the Chief Commissioner has reprobated, must if persevered in, plunge every great family in Oudh into pecuniary embarrassment, and a needy landed aristocracy cannot discharge the duties of the position Government expected its members to occupy when it conferred on them their estates in perpetuity.

407. The resolutions of the association, and other correspondence in consequence, are also published for information.

Circular 39 of 1864.

*From Major J. Reid, Secretary to the Chief Commissioner of Oudh, to Colonel H. M. Durand, C. B., Secretary to the Government of India, Foreign Department, with the Governor General, No. 919A dated Lucknow the 26th April 1864.*

I have the honour to acknowledge the receipt of your letter, No. 868, dated 7th instant, requesting to be furnished with copies of correspondence regarding the curtailment of the marriage expenses prevalent among the Rájputs in Oudh.

In reply, I am directed to inform you that the discussion of the subject of curtailing marriage expenses at the last meeting of the T'alukdárs' Association was the consequence of the Chief Commissioner's letter

**Marriage of Natives  
of rank.**

on that subject to the Secretary of that body, No. 638, dated 25th March 1863, (copy annexed). Their resolutions have not yet been communicated to the Chief Commissioner, but he will probably hear shortly from the Secretary, and if not, will address him again.

In the Administration Report for 1862-63, the Chief Commissioner mentioned that he believed the remonstrance had produced effect, and referred to a marriage recently celebrated in the family of the Rájah of Morarmau, the head of the highest caste Rájput clan in Oudh, with very moderate expenditure.

With regard to the proposed articles of engagement referred to in the *Hindu Patriot*, a correct copy of the resolutions of the Association as published in the local paper is annexed, and I am desirous to observe that the Chief Commissioner thinks the first of importance, and it would be well to add to it that the number of attendants each guest brings with him should be limited, for at present it is excessive. There will be no difficulty in enforcing conformity to this article.

The second article is levelled against the covetousness of the fathers of the boys, and the third against the pride of the fathers of the girls. If the first of these stipulations can be enforced, the second will necessarily follow, for if the bridegroom's father does not benefit himself by marrying his son into a family of lower rank, he will prefer to marry him to one of equal rank.

The second article therefore strikes at the main root of the evil, but it may be difficult to enforce its observance, for the sons of the highest caste families are in great demand—hundreds are eager to buy them at a high price, and offers of large fortunes are not easily resisted. The Mynpuri Chauháns did, the Chief Commissioner is informed, promise to take small sums, but have not kept their word.

The co-operation of the Rájput chiefs in Rájputána, Mynpuri and Rewah is indispensable to give full effect to this article; as the highest Oudh Rájput families take wives from families in the North-Western Provinces, and those again from Rájputána. The Bais clan, for instance, will not give their daughters to any race in Oudh; and to the Rájkomárs and Bachgotis it is an ambition to marry their daughters to the Gorakhpur Bissens and Sirnets.



The limit fixed by the fourth article is too wide. Half the annual income of the contracting parties, which the Chief Commissioner presumes, means half the joint income of the parents, might often amount to a lakh of rupees. The Chief Commissioner would have proposed one-sixth.

Marriage of Natives  
of rank.

*From Rájah Dhukinurunjun Mookerjee, Honorary Secretary to the Talukdárs' Association, Oudh, to the Secretary to the Chief Commissioner, Oudh, No. 158, dated Lucknow, the 3rd May 1864.*

408. "With reference to your letter No. 638, dated 25th March 1863, on the subject of the curtailment of the marriage expenses prevalent among the Rájputs in Oudh, I have the honour to forward the following resolutions adopted by the Association at its general meeting held on the 28th February 1864, and request the favour of your submitting them to the Chief Commissioner."

I. "That no Chattríya should borrow of another superfluous paraphernalia for occasions of celebrating of marriages, such as elephants, horses, camels, &c."

II. "That the bridegroom's father should take no money from the bride's father, more than would simply suffice to entertain the party accompanying him to the marriage."

III. "That the Chattríyas should give their daughters in marriage to none but those of equal rank."

IV. "That the marriage expenses should not exceed one-half of the annual income of the contracting parties."

V. "That this covenant be binding for two years, unless the Chattríyas in the North-Western Provinces adopt it for their guidance."

"The Association is trying earnestly to enforce compliance to these articles."

"In para. 3 of your letter, you were pleased to inform me that the Chief Commissioner has kindly promised to ask the co-operation of the authorities and chiefs of the North-Western Provinces in the work : I beg to remind him of the same."

**Marriage of Natives of rank.** *From Major J. Reid, Secretary to the Chief Commissioner of Oudh, to R. Simson, Esquire, Secretary to the Government of the North Western Provinces, No. 1015, dated Lucknow, the 6th May 1864.*

409. By desire of the Chief Commissioner, I have the honour to forward copy of correspondence as per margin, regarding curtailment of marriage expenses now prevalent among the Rájput families in Oudh, and to state that the chief Oudh families send their daughters to Gorakhpur, Allahabad, Mainpuri, and Etawah.

*No. 919, dated the 26th April 1864,  
To the Secretary to the Government of India, Foreign Department.  
No. 158, dated the 3rd May 1864.  
From the Secretary to the Talukdars' Association, Oudh.*

Should His Honour the Lieutenant Governor have no objection, the Chief Commissioner begs that a copy of the resolutions of the Talukdars may be circulated among the Chattriya families of the North-Western Provinces.

*Circular No. 15A of 1864. From R. Simson, Esquire, Secretary to the Government of the North-Western Provinces, to the Commissioners of Divisions, dated Naini Tal, the 7th June 1864, No. 1649 A of 1864.*

410. "I am directed to forward to you the accompanying copy of a letter, No. 1015, dated the 6th ultimo, with enclosures, received from the Secretary to the Chief Commissioner of Oudh, on the subject of the curtailment of marriage expenses prevalent among the Rájputs in Oudh, and to request that you will circulate a copy of the resolutions of the Talukdars among the Chattriya families residing within your division, with an intimation that His Honour the Lieutenant Governor highly approves of them, and that their chief defect seems to be that they are not sufficiently stringent."

"You are at the same time requested to use your best exertions to promote the object in view, which can mainly be effected by the example of the higher classes."

**Medical Subordinates.**  
Home Dept. Res. No. 2687,  
23th June 1872.

411. "The Governor General in Council has no objection to the entertainment by any Local Government or Administration, to whom Resolution dated 14th December 1870, No. 3334, (Financial Department), is applicable, of additional Hospital Assistants for civil employ, on the understanding that such Hospital Assistants are regarded as *locally entertained*, and that the cost of their pensions, &c., as well as of their pay, falls on Local or Provincial Funds."

II. "In the case of Hospital Assistants admitted in General **Medical Subordinates.**  
"Orders, the charge for pension, &c., falls on the Military Department.  
"and it is necessary to prescribe a limit to the number of Hospital  
"Assistants whose pensions are payable from Imperial Funds."

412. Treasury officers are not to pass any charges for extra allowances to Hospital Assistants, unless the orders of the Government of India, under which the claim is made, be quoted in the bill.

Circular 15 of 1874.

Hospital Assistants drawing salaries in accordance with the revised scale are entitled to no extra allowance except for the medical charge of the station.

412 A- 28/4/76

413. An application that the appointment may be notified of an Assistant Surgeon or Hospital Assistant to the medical charge of a civil station, during the absence on duty of the Civil Surgeon, to enable him to draw the palki allowance will not be sanctioned, unless it is made within the first week after the expiration of the month during which, or during a portion of which, the Assistant Surgeon or Hospital Assistant had medical charge of the station.

Circular 16 of 1874.

413 A- 50/6/76.  
414. The following extract from the proceedings of the Government of India in the Military Department, No. 46, dated 2nd September 1863, is published for information and guidance.

**Military Prisons.**  
Circular 13 of 1864.

*Extract from the Proceedings of His Excellency the Governor General in Council in the Military Department,—No. 46, dated the 2nd September 1863.*

"Read the following papers relative to the introduction of a modified system of separate imprisonment for European soldiers in India:—"

"From the Adjutant General of Her Majesty's Forces, No. 251, dated 24 December 1860."

"From the Officiating Judge Advocate General, No. 127, dated 15th February 1861."

"From the Adjutant General, dated 19th April 1861."

"To the Adjutant General of Her Majesty's Forces, No. 7, dated 1st May 1861."

"From the Adjutant General of Her Majesty's Forces, No. 153-1, dated 2nd June 1862, (with the annexures attached to it)."

**Military Prisons.**

"OBSERVATIONS.—His Excellency the Governor General in Council observes that the separate confinement of European soldiers recommended (the introduction of which is in the opinion of His Excellency in Council, most desirable) is perfectly distinct from that referred to in the 2 and 3 Vic. Cap. 56; and consists in keeping the prisoner only for a reasonable number of hours out of the twenty-four in a separate cell, which shall be of such a size, and so lighted, ventilated, and fitted up, as may be required by a due regard to his health, both mental and bodily, and also be furnished with the means of enabling the prisoner to communicate at any time with some non-commissioned officer or other person in charge of the cells."

"There seems therefore, no reason whatever why the system should not be carried out as recommended by His Excellency the Commander-in-Chief at once in the 32 sets of cells reported to be of a suitable description, and hereafter in such other cells as shall be made so."

"But His Excellency in Council deems it important that the inspection of these cells, as proposed by the late Judge Advocate General, Lieutenant Colonel Keith Young, should be provided for in some form or other; and it might be, perhaps, advisable that such inspection should be made (if there should appear to be no objection to this course) by the Inspector of Jails, the principal medical officer, and the magistrate on the spot; their report being sent to His Excellency the Commander-in-Chief through the local military officers, to enable them to offer at once any explanations, or make any suggestions, should either be needed."

**Military Recruits.**  
Circular 117 of 1864.

415. District officers will be careful to record in English the entries in descriptive rolls of recruits sent to them for verification by the military authorities, and attach their signatures in full. These rolls are kept as regimental records, and the practice of scribbling over them in vernacular is very objectionable.

**Municipalities.**

416. In certain small towns in Oudh, town duties are levied under the authority of paragraph 19 of the Foreign Department Letter No. 12, dated 4th February 1856, for municipal purposes. These funds are administered by the Deputy Commissioner of the district, who submits a general budget for them annually. This arrangement, the Chief Commissioner thinks is most suitable for such places as are not deemed fit for municipalities of their own. The Deputy Commissioner

should, however, consult the wishes of the inhabitants, and especially of the landlord if the whole place belongs to him, as, for instance, the Mahārājah of Balrámpur in the case of the town of Balrámpur.

**Municipalities.**

417. Under Chapter II, Act XV of 1873, the Chief Commissioner is pleased to issue the following instructions regarding the appointment of members of Municipal Committees in Oudh.

Circular 62 of 1874.

418. In the Lucknow and Fyzabad Municipalities, non-official members will be appointed by election, subject to the confirmation of the Local Government.

419. The following classes are entitled to vote :—

I.—Government officers, wasikadars and pensioners in receipt of not less than Rs. 10 per mensem.

II.—Muafidars, jaghirdars and zemindars of villages within the Municipality.

III.—Owners and occupiers of houses valued at not less than Rs. 100.

420. The Deputy Commissioner shall cause a list to be prepared of all persons of the above classes, entitled to vote in each division of the municipality.

421. All persons entered in the abovementioned list wishing to exercise their right of voting, shall register their names at the Municipality's office on or before a date of which notice shall be given by the Deputy Commissioner.

422. In any division of the municipality should the number of voters registered be less than 25 per cent. of the number of the persons entitled to vote, the members for that division will be nominated and not elected.

423. In Fyzabad the cantonment members will be nominated by the Officer Commanding the Station, subject to the confirmation of the Chief Commissioner.

424. Elections will take place in the month of March every other year. The day and manner of recording votes to be settled by the Deputy Commissioner.

425. Candidates for office may be of any of the classes entitled to vote.

**Municipalities.**

426. In all other municipalities, members will for the present be nominated; but hereafter, if in any particular case the Commissioner thinks election preferable, he should submit with his application for sanction to that mode of appointment, a proposal showing the classes of persons which in his opinion should be entitled to vote, also the time and manner of election.

427. For the Municipality of Lucknow, there shall be eighteen members of whom the following will ordinarily be ex-officio members:—

Deputy Commissioner, *President*.  
City Magistrate.  
Sanitary Commissioner.  
Civil Surgeon.  
Executive Engineer Provincial Division.  
District Superintendent Police.

428. There shall be fifteen members for the Fyzabad Municipality; and the following will ordinarily be ex-officio members:—

Deputy Commissioner, *President*.  
Civil Surgeon.  
District Superintendent Police.  
Cantonment Magistrate.  
Senior Assistant Commissioner.

429. In all other Municipalities at the head quarters of the district, the following officers will ordinarily be appointed ex-officio members:—

Deputy Commissioner, *President*.  
Civil Surgeon.  
District Superintendent Police.  
Senior Assistant Commissioner.

And in Municipalities not at the head quarters of the district.

Deputy Commissioner, *President*.  
Tahsildár, *Vice-President*.

The names of all other members official or non-official will be submitted by the Deputy Commissioner to the Commissioner, for the approval of the Chief Commissioner.

430. Each municipal committee shall submit a budget estimate for the sanction of the Chief Commissioner, with the annual local fund budget of the district, the town budget being distinct from the district one, and an account of the receipts and disbursements will be submitted for the past year by the 1st May annually.

Municipalities.

431. In the annual reports, full information should be given as to the working of the bonded warehouse system and other means of exempting from octroi duty the transit and re-export trade.

Circular 90 of 1871.

432. The results of present, as compared with former methods of taxation should also be noticed.

433. The Lucknow museum, being a provincial institution, is aided from the margin fund: local museums are not so aided.

434. The following instructions are issued for the assistance of the museums of Lucknow and Fyzabad as regards specimens:—

Circular 10 of 1868.

It having been brought to the notice of the Chief Commissioner that old coins may, from time to time, be received in the treasuries or otherwise come into the hands of Deputy Commissioners, he is desirous that specimens should be forwarded to the museums at Lucknow and Fyzabad.

The Lucknow museum should have the offer of the first specimen, and the Fyzabad one of the second. In all cases the full bullion value of the coin is to be paid.

With a view to make the existence of any such coins known, the Chief Commissioner desires that district officers will cause lists to be prepared of any such coins as may come into their hands and send them to the officer in charge of the museum, whenever any new acquisitions are added to the lists; when the officer in charge of the museum, in returning the lists, can indicate such as may be required. If there should be any coins of peculiar antiquity or value, the list should be sent for the information of the officer in charge of the Government museum at Calcutta.

The Chief Commissioner also wishes officers to remember that there are museums at Lucknow and Fyzabad. The former is a provincial institution, and all officers should send what objects of interest they can to it. The latter is a district museum, but the Chief Commissioner has no objection to any officer giving it what help he can.

**Museum.**  
Circular 26 of 1867.

435. Ancient ordnance, weapons, and ancient or modern armour, which may be available and is rare or curious, is to be collected and sent to Government for transmission to the Artillery Museum at Woolwich.

**Native Chiefs.**

436. The following instructions of Government, forbidding officers to purchase things for native chiefs, are published for guidance:—

Circular 99 of 1861.

*From the Secretary to the Government of India with the Governor-General, to the Resident at Indore, dated Camp Korian the 7th April 1851.*

“The Governor General’s attention having been drawn to a practice which prevails, of Residents or Political Agents, executing commissions for the chiefs to whose courts they are accredited, I am directed to intimate to you that His Lordship disapproves of such officers becoming the medium of obtaining articles for native chiefs, and you are requested to decline undertaking any such commissions in future.

437. “The following correspondence regarding the interchange of presents between the Princes and Chiefs of India and Her Majesty the Queen is published for information and guidance:—

*From the Under Secretary to the Government of India, to the Chief Commissioner, Oudh, Circular No. 4494, dated Fort William, the 12th August 1861.*

“I am directed by the Governor General in Council to forward for  
\* Para. 2 and of para. 3. “information and guidance the annexed extract\* from a despatch from the Secretary of State for India, No. 81, dated 17th June last, regarding the interchange of presents between the Princes and Chiefs of India and Her Majesty the Queen.

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*Extract from a despatch from the Right Honourable the Secretary of State for India, No. 81, dated 17th June 1861.*

“Having laid the despatch before Her Majesty, I am commanded to say in reply, that whilst the Queen highly appreciates every mark of the loyalty and affection of the Princes and Chiefs of India, it is not Her Majesty’s desire that they should give expression to these feelings by the presentation of costly gifts, the interchange of which is contrary to the established rules and usages generally observed by Her Majesty. I have, therefore, to request that your Excellency’s



"Government will instruct your Political Agents generally in all parts of India, to make it known at their respective courts, that Her Majesty is more gratified by the receipt of a simple letter of friendship from one of the Princes of India than of the richest presents which the country can supply."

Native Chiefs.

"If, disregarding this suggestion, they should still in any case propose to send presents to England, you will discourage the proposal, and if the presents should still, as is very improbable, be sent through your Government, you will dispose of them, and send return gifts in the usual way as if presented to yourself."

"Under no circumstances should you permit any person in the service of your Government to receive charge of presents from any Native Prince of India, for the purpose of conveying them to England."

437A C. 3. 4. 5. 437B C. 2. 2. 1876

438. "The Governor General in Council is pleased to order that a public officer shall not henceforth be permitted to subscribe, at the public expense, to any newspaper or other periodical publication without the particular sanction, in each case, of the Government to which he is subordinate."

Newspapers.

Finl. Dept. Res. No. 2853.  
30th August 1872.

"The officers of the Account Department are enjoined to require proof of such sanction before admitting charges of this character."

439. The following correspondence, regarding applications for the surrender of fugitive offenders in Nipál, is published for information and guidance. The attention of officers concerned is requested to the provisions of the treaty and the instructions of the Government of India.

Nipál.

Circular 36 of 1863.

440. Applications for the surrender of fugitive criminals pursuant to the provisions of the treaty, must be submitted through the Deputy Commissioner to the Chief Commissioner, who will judge if it is advisable to transmit them to the Resident. Evidence of the criminality of the accused persons must be furnished at the same time to the Chief Commissioner, in order to enable him to judge of the propriety of demanding their surrender.

*From the Secretary to the Government of India, with the Governor General, to the Chief Commissioner, Oudh, No. 242 of 1863.*

"The Resident at Nipál has reported that British officers in the districts adjoining the Nipál frontier have, in many cases, made to him

Nipál.

“irregular applications for the surrender of fugitive offenders, irrespective of the stipulations of the treaty with Nipál, dated 10th February 1855, for the extradition of criminals; and that in some cases requisitions for the surrender of criminals have been even made direct to the Nipálese officials.”

“His Excellency the Viceroy and Governor General acquiesces in the view taken by Colonel Ramsay as to the embarrassment which such proceedings are calculated to produce, and approves of the course which that officer has suggested for adoption in all requisitions for the surrender of criminals.”

“Accordingly, I am directed to forward to you for information an extract (para. 6) of the communication from the Resident at Nipál, dated 10th ultimo, No. 7, together with a copy of the treaty in question, and to request that you will issue the necessary instructions to all British Officers on the frontier, strictly to adhere to the provisions of the treaty, and to conform, on all occasions, to the course above approved of.”

“The procedure of British Officers in all cases of applications made under the treaty by the Nipálese Government for the surrender of offenders will, as hitherto, be regulated by the provisions of Act VII of 1854.”

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*Extract from a letter from Colonel G. Ramsay, Resident at Nipál, to Colonel H. M. Durand, C. B., Secretary to the Government of India in the Foreign Department with the Governor General at his Head Quarters, No. 7 of 1863, dated Nipál Residency the 10th of April 1863, para. 6.*

1st.—“That all our subordinate officers along the border be directed to submit their applications for the surrender of fugitive criminals through the chief civil functionaries of their several districts, who might be authorized either to transmit them to me, or, if it be considered more advisable, to submit them in the first instance for the orders of their respective Governments, as was lately done in the case of an application from the Magistrate of Tirhoot.”

2nd.—“That except in very peculiar and exceptional cases, which should invariably be referred to the Supreme Government, their applications be restricted to cases in which the accused parties are

"British subjects, and charged with one or other of the particular offences specified in the 4th article of the treaty."

Nipal.

3rd.—"That their application should be accompanied, if possible, by descriptive rolls of the accused parties, and by all the information connected with their supposed whereabouts in Nipál that they may be able to furnish, and

4th.—"I beg that they may be told to be prepared, upon the seizure of the accused parties, either to enable me to submit to the durbar evidence of their criminality as is stipulated in the last half of the 5th article of the treaty, or to send witnesses, &c., to the Nipálese cutcherry, where the prisoners may be confined (as is sometimes now done), and where the Nipálese officials would dispose of the case subject to the final orders of the durbar."

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*Treaty between the Honourable East India Company and His Highness Maharájah Dheraj Shoorinder Vikram Sah Bahádur, Rájah of Nipál.*

"Treaty between the Honourable East India Company and His Highness Maharájah Dheraj Shoorinder Vikram Sah, Bahádúr, Shumshere Jung, Rájah of Nipál, settled and concluded on the one part by Major George Ramsay, Resident at the Court of his Highness, by virtue of full powers to that effect vested in him by the Most Noble James Andrew, Marquis of Dalhousie, Knight of the Most Ancient and Most Noble Order of the Thistle, one of Her Majesty's Most Honourable Privy Council, and Governor General, appointed by the Honourable Company to direct and control all their affairs in the East Indies, and on the other part by General Jung Bahádur Koonwar Ranajee, Prime Minister of Nipál, in the name and on behalf of Maharájah Dhera Shoorinder Vikram Sah Bahádur, Shumshere Jung, Rájah of Nipál, in virtue of the powers to that effect vested in him by the said Rájah of Nipál."

ARTICLE I.

"The two Governments hereby agree to act upon a system of strict reciprocity as hereinafter mentioned."

ARTICLE II.

"Neither Government shall be bound in any case to surrender any person not being a subject of the Government making the requisition."

Nipál.

## ARTICLE III.

“Neither Government shall be bound to deliver up debtors or civil offenders, or any person charged with any offence not specified in Article 4.”

## ARTICLE IV.

“Subject to the above limitations, any person who shall be charged with having committed within the territories of the Government making the requisition, any of the undermentioned offences, and who shall be found within the territories of the other, shall be surrendered. The offences are murder, attempt to murder, rape, maiming, thuggee, dacoity, highway robbery, poisoning, burglary and arson.”

## ARTICLE V.

“In no case shall either Government be bound to surrender any person accused of an offence, except upon requisition duly made by, or by the authority of, the Government within whose territories the offence shall be charged to have been committed, and also upon such evidence of criminality as, according to the laws of the country in which the person accused shall be found, would justify his apprehension, and sustain the charge if the offence had been there committed.”

## ARTICLE VI.

“If any person attached to the British Residency or living within the Residency boundaries, not being a subject of the Nipálese Government, commit in any part of the Nipálese territories, beyond the Residency boundaries, an offence which would render him liable to punishment by the Nipálese courts, he shall be apprehended and made over to the British Resident for trial and punishment; but subjects of the Nipál state, under similar circumstances, are not to be given up by the Nipálese Government for punishment. Should any Hindustáni merchants or other subjects of the Honourable Company, not attached to the British Residency, who may be living within the Nipál territories commit any crimes beyond the Residency boundaries, whereby they may render themselves liable to punishment by the Nipálese courts, and take refuge within the limits of the Residency they shall not be allowed an asylum, but will be given up to the Nipál Government for trial and punishment.”

ARTICLE VII.

Nipāl.

“The expenses for any apprehension, detention or surrender made  
“in virtue of the foregoing stipulations, shall be borne and defrayed by  
“the Government making the requisition.”

ARTICLE VIII.

“The above treaty shall continue in force until either one or the  
“other of the high contracting parties shall give notice to the other of  
“its wish to terminate it, and no longer.”

ARTICLE IX.

“Nothing herein contained shall be deemed to effect any treaty  
“now existing between the high contracting parties, except so far as any  
“such treaty may be repugnant hereto.”

“This treaty, consisting of nine articles, being this day concluded  
“and settled by Major George Ramsay on behalf of the Honourable East  
“India Company with Mahārājah Dheraj Shoorinder Vikram Sah Bahá-  
“dúr; Shumshere Jung, Major Ramsay has delivered one version thereof  
“in English, Purbutteah and Úrdú, signed and sealed by himself, to the  
“Mahārājah, who on his part has also delivered one copy of the same to  
“Major Ramsay, duly executed by His Highness, and Major Ramsay  
“hereby engages to deliver a copy of the same to His Highness the  
“Mahārājah, duly ratified by the Governor General in Council, within  
“sixty days from this date.”

“Signed, sealed, and exchanged at Khatmandoo, Nipāl, this tenth  
“day of February A. D. one thousand eight hundred and fifty-five, cor-  
“responding to the eighth day of Fagoon, Sumbut nineteen hundred  
“and eleven.”

SEAL.

SEAL,

OF THE SUPREME

GOVERNMENT

OF

INDIA.

“Ratified by the Honourable the President of the Council of India  
“in Council at Fort William in Bengal, this twenty-third day of February,  
“one thousand eight hundred and fifty-five.”

**Nipál.**  
Circular 57 of 1861.

441. Police officers are on no account to follow fugitives into Nipál or attempt to arrest any one there.

**Octroi.**

442. Octroi is a duty levied for municipal purposes, at the barrier, on articles coming into towns for consumption only.

443. In Oudh it is levied under the authority of Act XV of 1873, or under para. 19, of the Foreign Department letter No. 12, dated 4th February 1856, which has received the force of law from the Indian Council's Act.

Circular 37 of 1863.

444. This tax is not to be leased to a farmer. It must be collected direct, or not at all.

445. If this tax be adopted, arrangements are to be made for a bonded warehouse, and for passing the through traffic free of duty.

Circular 9 of 1873.

446. It is illegal to levy octroi on grain grown within the limits of a municipality, it is on the other hand unnecessary to exempt grain, which may be grown outside the municipal limits by cultivators residing within those limits, from octroi duty.

The question to be determined is not where the grower or the owner of the grain lives, but whether it is brought into the town for purposes of consumption. If it is, it is liable to octroi duty. If it is not, that is if, for example, it is brought into the town to be carried elsewhere for sale, it is not liable to octroi duty, and should be removed to the bonded warehouse, until it is the pleasure of the owner to remove it from the town

**Officers.**

447. The following are the rules for ranking officers in the commission:—

Circular 71 of 1871.

I.—Covenanted civilians, who may hereafter be posted to this commission, will rank according to the dates of their appointment to the public service by the Secretary of State.

Circular 111 of 1867.

II.—Any officer, other than the above joining the Oudh Commission as an Assistant Commissioner or an Extra Assistant Commissioner of the third class, will be placed in the gradation list, according to the date of the commencement of his service in a civil capacity, wherever such service may have been. But no military service, nor civil service in an inferior rank will be counted in placing such officer: *e. g.*,

an Extra Assistant Commissioner becoming Assistant Commissioner will not count his service to place him above those who are his seniors as Assistant Commissioner.

Officers.

III.—When an officer shall be transferred from one branch of the administration to another, as from the police to the commission, his position will be determined and notified by the Chief Commissioner as a special case.

IV.—To guard against misapprehension, the Chief Commissioner wishes it to be distinctly understood that seniority in the printed list gives of itself no claim whatever to earlier promotion, which will be mainly determined by the merits of each individual officer.

448. Assistant Commissioners of the 3rd grade, employed in the Settlement Department, are entitled to draw the higher rate of salary on passing the respective examinations; but, when employed in district duties, they must be invested with the powers of a Magistrate of the 2nd class to draw the first increase, and with those of a Magistrate of the 1st class to draw the second increase.

449. Powers of a Magistrate of the 2nd class are not to be conferred upon an officer until he has exercised the powers of a Subordinate Magistrate of the 3rd class for six months; and full magisterial powers are not to be conferred upon an officer until he has exercised the powers of a Magistrate of the 2nd class for the same period: Provided that no officer shall be entitled to a higher rate of pay by reason of exercising higher powers, unless he has passed in all the subjects of examination by the first or second standard, as the case may be.

Home Dept. Res. No.  
2990, 27th June 1871.

450. Merely passing the examination will not qualify for higher powers, though it is requisite towards obtaining them. Higher powers will be conferred on those who have passed the requisite examinations, on the report of the Judicial Commissioner that they are fitted to exercise them.

451. Officers below the rank of Deputy Commissioner exercise no executive powers, unless specially conferred upon them by law, except under the authority of the Deputy Commissioner and upon his responsibility. This, however, does not exempt them from their own responsibility for the proper discharge of the duty entrusted to them.

**Officers.**

452. Officers officiating in higher appointments exercise the full authority of the appointments in which they are officiating.

453. Gazetted officers are not to be suspended without the orders of the Chief Commissioner. Ordinarily the sanction of Government is necessary to this measure.

Circular 73 of 1870.

454. In cases of urgent necessity, the Deputy Commissioner may suspend a Tahsildár or an Inspector, Deputy Inspector, or Chief Constable of the Police, reporting the same day as regards Tahsildárs to the Commissioner, and as regards Police Officers to the Inspector General of Police, through the Commissioner.

455. No other subordinate officer, is to be suspended without the sanction of the Deputy Commissioner, except by some officer specially empowered to do so.

~~456. No subordinate officer in any department under the authority of the Deputy Commissioner, is to be brought to trial for corruption, malversation, extortion, or such like offences, without the sanction of the Commissioner or the head of the department to which he may belong.~~

Circular 99 of 1861.

457. Officers are not to purchase articles for native chiefs.

Circular 73 of 1862.

458. Officers are forbidden to keep their private accounts with the treasurer.

Circular 64 of 1861.

459. The Secretary of State disapproves of complimentary addresses being presented by the public to Government officers.

460. The following are the orders of the Secretary of State, and of the Government of India, under which officers in the public service may hold land in India :—

*Despatches from Secretary of State for India No. 22, dated 10th August 1861, and No. 40, dated 15th June 1873.*

These rules refer only to the acquisition or possession of lands intended to be applied to agricultural purposes, and are not to be construed to include lands occupied merely by buildings for residence and their usual appurtenances.

I.—Officers of the covenanted civil service are at liberty to acquire and possess lands anywhere out of the presidency to which they are attached, but they are absolutely precluded from holding land



within their own presidency. Thus, an officer of the Bengal civil service may hold lands in Madras or Bombay, but cannot be permitted to hold lands in any part of the Bengal presidency; notwithstanding that, at the time of their acquisition, he may himself be actually employed in a different Lieutenant-Governorship from that in which the lands may happen to be situated.

II.—Regimental military officers may hold lands in any part of India, with the distinct understanding, however, that a military officer possessing land will be disqualified for temporary employment in any civil capacity in the district within which his land is situated; but military officers who are placed in permanent employment in the civil administration must, like the officers of the covenanted service be prevented from holding land in the presidency to any part of which they may be sent.

III.—Uncovenanted officers of all classes (including candidates for office) must be required to make a declaration of the fact of their being in possession of, or of their having acquired landed property, stating the district within which it is situated, with such other particulars as may be considered necessary, of which registers should be kept at the seat of Government of each presidency or Lieutenant-Governorship. Although uncovenanted officers, other than those holding civil offices ordinarily held by covenanted or commissioned officers are not to be precluded from holding land, it may, nevertheless, be inexpedient that appointments which necessarily confer a considerable amount of power and influence on their occupants, such as those of Sadr Amín, Deputy Collector, and Tahsildár, should be filled by persons holding landed property within their jurisdiction; and it is right that the several Governments should always have at hand the information necessary to guide their judgment in selecting individuals for such offices.

It will, moreover, be incumbent on the several local Governments to take care that no officer who may be in possession of landed property in India or elsewhere, to whatever class of the service he may belong shall apply any portion of the time and attention which ought to be devoted to his public duties, whether civil or military, to the management of that property, and that longer or more frequent leaves of absence are not to be permitted on that account.

\* \* \* \* \*

Officers.

*Secretary of State's Despatch No. 29, dated 30th November 1861.*

“ With reference to the letter from your Excellency in Council, dated the 1st October last, (No. 16), which has been considered by me in Council, I have resolved to accede to your recommendation for a modification of the terms of my despatch of the 10th August last, (No. 22.) so far as to permit officers of the Bengal Civil Service, attached to the Lower Provinces, to acquire and hold land in the Upper Provinces, including the Punjab and Oudh. Similarly, officers attached to the Upper Provinces may be permitted to acquire and hold lands in the Lower Provinces of Bengal. It will of course be understood that such officers possessing lands in either division are absolutely precluded from employment under the local Governments of the division in which their lands are situated.”

*Government Notification, No. 6872, dated 2nd December 1862.*

“ It is hereby notified for general information that the Governor General in Council has been pleased to determine that medical officers in civil employ shall not be permitted to acquire and hold land for agricultural purposes in the district in which they may hold such employ.”

461. By para. 8 of Government Notification, No. 241, *Calcutta Gazette*, 15th January 1862, it is distinctly declared that “ although uncovenanted officers are not to be precluded from holding land, it may, nevertheless, be inexpedient that appointments which necessarily confer a considerable amount of power and influence on their occupants, such as those of Sadr Amín, Deputy Collector, and Tahsildár, should be filled by persons holding property within their jurisdiction, and it is right that the several Governments should always have at hand the information necessary to guide their judgment in selecting individuals for such offices.”

Whenever an application is received from any uncovenanted servant of Government for permission to purchase lands situated within the district in which such servant may be employed, intimation is at once to be given to the Chief Commissioner through the Commissioner. Possession will not be given without the Chief Commissioner's express sanction, so long as the applicant continues in the district in which the land applied for is situated.

Ordinarily arrangements will be made for transferring such officers to another district or province.

Officers.

In the case of tahsildárs, Commissioners, in forwarding the intimation of an application having been preferred, as directed in the preceding para, will report whether they can make arrangements for transferring the applicants to some other district of their division.

462. "Copy of a letter from the Officiating Under Secretary to the Government of India, Home Department, to the Chief Commissioner of Oudh, dated Fort William, the 13th February 1874.—Circular No. "15-531."

"In forwarding the accompanying copy of a Resolution\* on the subject of the holding of land and of other investments made by Government servants in India, "No.  $\frac{13}{467}$  of this date, "I am desired to state that, although the object of circulating this correspondence is that the spirit and motive of this Notification No. 487, published in the *Gazette* of the 14th instant, may be thoroughly understood by all public officers under your administration, yet it is not the intention of His Excellency the Governor General in Council that this correspondence should be published in any Gazette."

No.  $\frac{13}{467}$ .

"Extract from the Proceedings of the Government of India in the "Home Department (Public),—under date Fort William, the "13th February 1874."

"Read the subjoined extracts from a correspondence with Her Majesty's "Secretary of State for India on the subject of the holding of land "by Government servants in India and of other investments :"

"Extract, paragraphs 3 to 8, of despatch to the Secretary of State, No. "40, dated the 16th June 1873."

(3.) "The main rule which we propose to alter is that which deals "with the holding of land in India by covenanted civilians and by military "officers in civil employ. The general rule now is that no such civil "officer may hold land within his own presidency. The correspondence "which has only just ended, raised the point whether officers belonging "to the Financial Department, who are liable to serve in any presidency

Officers.

"or province, are debarred under this rule, or under any other, from holding land anywhere in India beyond their own presidency. And

\*No 74, dated 15th December 1866. "the reply of the Secretary of State, in his despatch

"marginally cited,\* was that the prohibition (imposed by the general rule above quoted) does not apply to districts in which officers of the Financial Department may be temporarily serving outside the limits of the presidency to which they were originally appointed. By the wording of this reply the ruling which it conveyed ap-

+ No. 21, dated 13th July 1866. "plied only to the case of the Financial Department,

"ment, but the letter† from this Government, which submitted the case, had pointed out that 'under the literal terms of the rules it is clear that a Bengal civil servant may ordinarily acquire and hold land in British Burma.' And, though the answer from the Secretary of State may be understood to assume that an officer connected with the *Local* Administration of a province outside the limits of his original presidency is forbidden by the spirit of existing rules from holding land within that province, yet this important construction is not positively laid down either in the despatch from the Government of India, or in the Secretary of State's reply to it. Practically, and especially in delicate and closely-contested cases, a rule is only effective within the range of its literal meaning. And the literal meaning of the general rules which curtail the right of covenanted and commissioned civil officers to acquire land is still only this, that the land must not be within the presidency to which they were first appointed. Thus, an officer who, like an Accountant General, may be sent to serve in any province or presidency, or who, like a Secretary to the Government of India or Member of the Supreme Government, may be officially connected with all provinces is only debarred by the haphazard of his first appointment from holding land in one particular presidency, whether he be actually serving in it or not. Nor is it absolutely certain, according to the letter of the rules (though according to their spirit there may be no doubt), that the present Chief Commissioner and Judicial Commissioner of British Burma, being both Bengal civilians, are incapable of holding land in that Province, which is separate from the Bengal Presidency."

(4.) "We have determined that it is expedient to remove these doubts and inconsistencies by amending the rules, so as to bring them back into direct correspondence with their original objects and motives."

"The reasons why certain officers in civil employ were forbidden to hold land in their own presidency are \* (1) because their attention might be diverted from public to private business to the detriment of public business ; and (2) because they might use (or be suspected of using) their official influence unduly for their own benefit, and to the disadvantage of others in the management of their estates. But these reasons obviously apply with equivalent force wherever an officer holds land and public office in the same province ; wherefore we desire to pass the plain rule that henceforward no officer (covenanted or military in civil employ) shall hold land in a province with the administration of which he is in any manner connected. If this rule is approved, then the aforesaid civil officers will be precluded from taking office which gives any sort of jurisdiction over any part of a province within which they may hold land, and (conversely) from holding or acquiring land within the territorial limits of the province in which they may be serving, temporarily or permanently. In fact they must choose, upon any transfer or fresh appointment which raises the dilemma, between holding office and holding land ; they cannot hold both in one province. But we do not wish to give the new rule retrospective effect, or to make it interfere with the right of civil officers to keep land which they have already acquired under the permission given by preceding regulations ; though, in the event of promotion to high administrative positions, such officers may be expected to take an early opportunity of conforming to the general rule in force. And it should be here noted that we propose to retain, for the purposes of these rules, the definition of land holding which was framed by Sir C. Wood\* whereby it is taken to mean only the acquisition of land intended for cultivation, not of land occupied by buildings for residence. Whether land can be held for commercial speculation is a different question, which we touch upon toward the end of this letter."

Officers.

\* See despatch of Supreme Government to Secretary of State, No. 6, dated 2nd April 1860.

\* Despatch 10th August 1861.

(5.) "We are aware that the effect of the broad rule which we have now proposed will be to hamper greatly any safe investment in land in India by officers who are liable to serve in different presidencies and provinces. And we admit that it must operate to discourage civil officers generally from making these investments anywhere ; for the land must always be held at a considerable distance, and on a precarious tenure, since in these days transfers from one presidency or province to another are much less rare than formerly. Nor do we overlook the arguments, often

**Officers.**

“urged heretofore, that there is some actual advantage in associating under due precaution official position with landed interest in the country. “But it has long been decided that these considerations are more than counterbalanced by the disadvantages accompanying the possession of land in a province by officers who belong to its civil administration. “This being the case, we feel the necessity of making one plain rule that shall be logical and consistent ; and we observe that the extension which we propose to give to the prohibiting rule already in force will only affect comparatively small sections of the whole body of civil officers. “That is, it will affect those only who are liable to serve beyond the limits of the presidency, to which they were first appointed ; or who may be officially connected with districts beyond those limits. It may, if unservedly enforced, prevent a member of the Supreme Government from holding any land at all in India ; although we do not pledge ourselves to enforce it thus absolutely, or without making special exceptions in cases which are plainly unobjectionable. We propose to bring under the same category with covenanted civilians and military officers in civil employ all persons holding offices ordinarily held by officers of these classes. The amended rule will then run to effect that no such civil officer shall acquire, or continue to hold, land in any province to which he is temporarily or permanently appointed, or with the administration of which he is concerned. And we intend to preserve unchanged all the other rules which have from time to time been passed in restraint of land-holding by different classes of public servants in various situations.”

(6.) “In regard to all investments, other than those in land for the profits of cultivation, we have adopted and propose to notify the general principle, that servants of Government are expected to abstain from any investment (though of itself unobjectionable) which interests them privately in affairs or undertakings of the kind with which their public duty is connected. The principle is well known, and the reasons for it are obvious ; but we have latterly found cause for believing that it should be re-asserted distinctly.”

(7.) “We have recently been asked to consider the question of speculative investments by public officers, which is on some sides of it cognate to the subject of this letter ; but we take it to be on the whole a different matter, requiring different treatment. For, although we can frame a precise rule demarcating the limits within which land should or should not be held by public servants, and although it is easy to say

“that a Financial Officer must not hold shares in a bank within his circle,  
 “or a Consulting Engineer, Railway shares; yet we do not propose to go  
 “farther, and to attempt any literal definition of the stage at which  
 “the holding of land or other valuable property becomes speculative.  
 “We need only remark that while land-holding and other investments  
 “are under certain conditions forbidden to public servants, as a necessary  
 “precaution against evils (one of which is speculation) that may possibly  
 “follow, habitual speculation by officials is held by us to be an evil in  
 “itself. And we have given notice that we reserve to the Government  
 “full power to deal stringently with the practice whenever it appear to  
 “prevail.”

Officers.

(8.) “We enclose copies of correspondence with the Government of  
 \* From Bengal, No. 1445 G, dated 30th December 1872. “Bengal\* upon the ad-  
 To       ”       ”       1495,       ”       10th April 1873.       “visability of endeavour-  
 “ing to frame a definition of the term, which shall include all transac-  
 “tions by a public servant, which a Government may properly disap-  
 “prove. We are of opinion, that no such fixed rule of conduct is really  
 “needed, either by Government or by their officers, for their guidance in  
 “this matter.”

“From C. E. Bernard, Esq., Officiating Secretary to the Government  
 “of Bengal, Appointment Department, to H. L. Dampier, Esq.  
 “Officiating Secretary to the Government of India, No. 1445 G,  
 “dated Calcutta, the 30th December 1872.”

“Referring to the notification of the Government of India in the  
 “Home Department, dated 28th August 1872, and published at page 814  
 “of the *Gazette of India* of the 31st idem, on the subject of prohibiting  
 “public officers from engaging in speculations in India, I am directed to  
 “submit that the notification seems to the Lieutenant-Governor to put  
 “Local Governments in a position from which they may fairly ask to be  
 “relieved by a more exact definition as to what are the speculations which  
 “public officers may, and what they may not, engage in. I am to point  
 “out that it is notorious that, since the publication of the despatch of  
 “1862, very many officers have engaged in what is commonly termed  
 “speculation, that is to say, in the days of the company mania they  
 “applied for allotments in the shares of many companies, real and  
 “bubble; they took shares in tea estates, mines, mills; sometimes they  
 “bought and sometimes they sold.”

Officers.

(2.) "The Lieutenant-Governor finds it impossible to draw a line "between permanent investments and purchase with a view to re-sale, it "being only a question of degree. It can be only said that it was com- "monly believed that some officers in Calcutta (and it is believed still "more in Bombay) went into these things to such an extent, that they "were commonly spoken of in society, as much addicted to speculation. "Yet His Honor is not aware that action was taken or precise rule laid "down. Such times may recur, and isolated cases probably do occur; "many servants of Government still hold shares in many undertakings, "public and private, and the Lieutenant-Governor does not know what "is to be considered a speculation and what not."

(3.) "There are, moreover, certain public officers who also engage in "private business, *e. g.*, law officers, and some as the Administrator Gene- "ral, who apparently have always held themselves entitled publicly to "serve as directors of public companies."

*"From A. C. Lyall, Esq., Secretary to the Government of India, to  
"C. E. Bernard, Esq., Officiating Secretary to the Government of  
"Bengal, Appointment Department, No. 1495, dated For: William  
"the 10th April 1873."*

"I am directed by the Governor General in Council to reply to your "letter No. 1445 G, dated 30th December last, desiring some definition "the term 'speculation' for use in applying the rule which prohibits "officers from engaging in it."

(2.) "The question here raised by His Honor, points evidently to cases "which lie beyond those particular dealings which are already prohibited "by rule, such as investment in land within the district to which an offi- "cers belongs, connection with the management of any bank or business, "and other transactions barred by specific order. His Honor now inquires "whether the Supreme Government would lay any formal restriction upon "speculative investments generally, so as to regulate precisely what an "officer may or may not do."

(3.) "I am to reply that His Excellency in Council would not "attempt to shape, for public servants, any such fixed rule of conduct in this "matter. If it were possible to devise such a rule, the expediency of "doing so would be questionable; for His Excellency believes that, "in practice, the spirit of existing orders is beyond mistake,—that it "never can be really misconceived by officers in the service, and, therefore,



"that there can be no practical difficulty about enforcing these orders as they now stand."

Officers.

(4.) "The Government of India consider that there exists an essential difference between permanent and speculative investments, that the distinction is one of motive, and that the frequency of a man's purchase and sales may be, and usually is very good evidence of his motive in effecting them. If an officer habitually buys and sells securities of a value notoriously fluctuating, it is clear that he is addicted to speculation, and he thereby undoubtedly lays himself open to the disapproval of Government, which can be expressed in various ways, and in a degree proportionate to the nature of the dereliction. If he engages in such pursuits to an extent which attracts public notice and unfavorable remark, so that his integrity or his application to his public duties is discredited and doubted, then he has given rise to a scandal with which the Government will have to deal."

(5.) "His Excellency believes that these general instructions will be found to govern all the cases to which your letter alludes; and if so, to those cases they may be applied. In regard to officers, whose whole time is not at the disposal of Government, they are not in precisely the same category with other public servants; nevertheless if their behaviour gives rise to scandal, that is, to common rumour that they are in any way making private profit out of the opportunities given by their official position, in that event the Government can of course recognize no difference whatever between these and other servants of the State."

*"Extract, paragraph 4, of despatch from the Secretary of State, No. 99, dated the 26th August 1873."*

"I fully approve of the orders which have been issued by Your Excellency in Council on the general question of investments by coveted civilians and military officers in civil employ."

#### RESOLUTION.

The Governor General in Council desires that the foregoing extracts be forwarded to the Local Governments and Administrations for information and for circulation to all officers affected by the present orders, or holding a position in which they are likely to be so affected.

Officers.

(2.) His Excellency in Council is pleased to determine, in continuation of preceding orders upon the same subject, that covenanted civil servants, and military officers in civil employ, and all persons holding civil offices ordinarily held by covenanted or commissioned officers of the two classes aforesaid, are prohibited henceforward from acquiring or holding land within the province with the administration of which they are concerned, whether that connection be permanent or temporary. This order will not necessarily take retrospective effect.

(3.) With regard to investments of any kind by public servants, it is hereby notified that the rules and general principles contained in the 6th and 7th paragraphs of the despatch to the Secretary of State, and in the enclosures to which they refer, will henceforward be acted upon by the Government, and are to be observed by all officers, of every rank and class, in the public service.

463. The following resolution of the Government of India in the Foreign Department regarding the purchase or sale of property by public officers to natives is circulated for general information :—

*Extract from the Proceedings of the Government of India in the Foreign Department, under date Simla, the 30th September 1868, No. 1667.*

“Resolution.—His Excellency the Viceroy and Governor General in Council observes that these references originated with a case which occurred at Allahabad, where an officer wished to part with his house to a native, under circumstances not open to any suspicion, and with a remark from the Home Department to the effect that some change or relaxation of the rule which prohibits the sale of property to natives by public servants under any circumstances, seemed desirable. At present, under the Notification of the 3rd of December 1858, drawn up in consequence of the orders of the late Court of Directors, sales of property to natives are strictly prohibited, and officers are thereby directed to refer all transactions, in regard to which they have any doubts, for the orders of superior authority.”

(2.) “His Excellency in Council observes that the weight of authority on the part of the various administrations and departments which have lately been consulted on this subject, is decidedly in favour of some modification of the existing rule, or, at least, of more clearly and accurately defining the course to be pursued in such cases. There can be no doubt that the restrictions imposed hitherto on such transac-

"tions have been, to a certain extent, beneficial, and that the Government of India, though it can place a full reliance on the fair dealing, honour, and integrity of its civil and military services, has a right to expect, not only that all such transactions shall be correct and unimpeachable in themselves, but that they shall not run any risk of misconstruction at the hands of designing, ignorant, or credulous persons."

(3). "The Government of India is also well aware, as pointed out by some of the high authorities consulted, that many officials who, on joining their stations have become the owners of houses, either under an absolute necessity, or from laudable motives of convenience and comfort, may, on quitting the district or province to which they have been for some time attached, literally find no purchasers for their property, except natives of wealth or substance. When such transactions openly and avowedly take place, no evil consequences, His Excellency in Council thinks, need ever ensue under proper precautions."

(4). "The following rules have therefore been drawn up in supersession of the existing rule, and are hereby published for general information. They must be considered applicable to European public servants of all descriptions,—Civil, Military, and Uncovenanted.—"

"(5). I.—Whenever a public servant wishes to dispose of a house, bungalow, elephant, horse or carriage, or other valuable property, to any native within his jurisdiction, or within the limits of the district in which he is employed on the public service, and from which he is not about to remove, he must report his intention to the local Government to which he is subordinate, stating the facts and circumstances, and the price offered for the article to be sold. The local Government will then pass such orders on the reference as may seem fit and proper."

"II.—Whenever a public servant is about to quit his station or district permanently, or for a considerable period, and wishes to dispose of his house, bungalow, elephants, carriages and horses, and the like property of value, to native purchasers, he shall report his intention to the Commissioner or the head local authority to which he may be immediately subordinate, and that authority will use its discretion in allowing the transaction, or in reporting the circumstance to the Local Government for further orders."

Officers.

“III.—Whenever a public servant, on quitting his station or district, wishes to dispose of his furniture, household goods, live-stock, &c., he is at full liberty to do so, either by circulating lists of such property amongst the community generally, or by having the same put up to public auction, without reference to any authority whatever. All that is necessary is that the transaction should be open and patent to everybody on the spot.”

“IV.—Rule No. I. is to be considered applicable to purchases equally with sales.”

“(6).—The observance of the above rules will, His Excellency in Council thinks, fully meet the inconveniences and exigencies to which gentlemen of acknowledged honour and probity would be put on many occasions, if debarred from such transactions: while, at the same time, they will be a sufficient safeguard against any abuse, any imputation of unfair or interested dealings, or any possibility of misconception on the part of the non-official community.”

Circular 91 of 1869.  
Circular 61 of 1865.

464. Uncovenanted officers are forbidden to borrow money from natives resident, or to acquire land in the district in which they may be employed.

*Copy of a letter from E. C. Bayley, Esq., Secretary to the Government of India, Home Department, to the Chief Commissioner, Oudh, dated Simla, the 28th October 1869. No. 4956.*

“It having been brought to the notice of His Excellency the Governor General in Council that it is not sufficiently well understood that uncovenanted as well as covenanted servants of Government are not to be permitted to borrow money from natives, resident in the district in which they may be employed, I am directed to draw your attention to the point, and to request that if orders have not already been issued on the subject, they may now be promulgated in the sense of those of the Hon’ble the Vice-President in Council, No. 1372, dated 14th July 1834, a copy of which is herewith forwarded for facility of reference.”

*Orders by the Hon’ble the Vice-President in Council, Judicial and Revenue Department, No. 1372, dated the 14th July 1834.*

“The principal sadr ameens, sadr ameens and munsiffs, and the deputy collectors appointed under the provisions of Regulation IX of 1833, are hereby prohibited, under pain of dismissal from office, from

“employing or retaining on their establishment any person being their private creditor, or any relative, dependent, or surety of such creditor ; and from borrowing money from, or in any way incurring debt to, any zamindár, ta’lukdár, ryot, or other person possessing real property, or residing in, or having a commercial establishment within, the city, district, or division to which their authority may extend.”

Officers.

“If any of the principal sadr ameens or other of the officers above mentioned, who may be now in debt, shall, at the expiration of one year from the publication of this order, be still indebted to any persons from whom it would, at such period, be illegal for him to borrow under the above rule, it shall be incumbent on such officer to make known the circumstances to the zil’a or city judge, or to the collector to whom he may be subordinate, for communication to the Government, if the officer be a principal sadr ameen. sadr ameen or deputy collector, and to the sadr dewani adawlut, if the officer be a mansiff ; and in the event of intimation not being so given, the same penalty shall be attached to the said officer as if the debt had been incurred subsequently to the publication of this order.”

“In like manner, if any person who may be candidate for the office of principal sadr ameen, sadr ameen, munsiff, or deputy collector, shall, at the time of applying for such office, be indebted to any person with whom it will be illegal for him to contract a loan while holding it, it shall be incumbent on such person, in preferring his application, to make known the circumstance to the judge of the city or district, or to the collector, for communication to superior authority, as before stated ; and failing to do so, he shall, in the event of his being appointed to the said office, be subject to the same penalty as if the debt had been contracted subsequently to his appointment.”

NOTE.—The above rule is applicable to all officers to whom the uncovenanted pension and leave regulations apply. But this is not to interfere with the discretion of the head of an office in allowing his subordinate ministerial officers to borrow in exceptional circumstances from persons with whom transactions would under the rule be ordinarily admissible.

Circular 30 of 1871

I. “Mr. Linton’s case is summarized in the Resolution of the Government of Bengal, dated 18th June last.”

Home Dept. Res. 1  
16th January 1873.

Officers.

II. "From the papers submitted, it is proved beyond all doubt that one Abbas Ali, a private servant whom Mr. Linton brought to Dacca from Chooadangah and Jessore, and in a minor degree others who followed Mr. Linton to Dacca, adopted such a demeanour and acted in such a way as to create a general impression that they possessed and exercised great influence with Mr. Linton in his dealings with his subordinate officials. This led to sums of money being paid to Mr. Linton's private servants as bribes by court peons, and even by the Omlah and such officials as the Head Clerk."

III. "The Governor General in Council is aware that it is unfortunately no uncommon thing, as urged by Mr. Linton, for a clever and favored servant to acquire such a reputation; in many cases without the slightest suspicion on the part of the master as to what is going on. The question in this case is, whether Mr. Linton, either by tacit acquiescence or culpable neglect, has rendered himself deserving of punishment."

IV. "From the manner in which Abbas Ali and the other servants habitually domineered over Mr. Linton's official subordinates, and the barefaced way in which they appear to have exercised their influence in certain cases, it is difficult to come to any other conclusion than that they acted in full assurance that their position with their master was strong enough to withstand any attacks in the shape of complaints against them."

V. "Without going to the length of an assertion that Mr. Linton was cognizant of the payment of money to Abbas Ali, the Governor General in Council cannot resist the conclusion that Mr. Linton approved of his private servants taking up a position, with regard to his subordinate officials, which obviously and notoriously is incompatible in this country with the pure administration of a public office."

VI. "Further, in defiance of a well known order, Mr. Linton employed his court peons to purchase fowls for him, and, as a natural result, they were purchased at unfairly low prices, and Mr. Linton used his official authority to force the peons to bring them in at the price which he chose to name."

VII. "Mr. Linton's official character has frequently formed the subject of ensure and reproof; and, taking all these circumstances into consideration, the Governor General in Council does not feel justified

"in interfering with the orders of the Lieutenant-Governor against  
"which Mr. Linton's present appeal is preferred."

VIII. "His Excellency in Council takes the opportunity afforded  
"by Mr. Linton's plea, that it is no unusual thing to employ peons in  
"procuring bazaar supplies, to direct that the Government of Bengal  
"will impress emphatically on all public officers that the employment of  
"public servants in making purchases, or in any private matter in which  
"the receipt or expenditure of money is concerned, is most strictly pro-  
"hibited, and that every breach of this order, which is brought to the  
"notice of Government, will be severely dealt with."

465. "The Resolution of the 16th January should be read with its  
"context, and with advertence to preceding comments upon the facts  
"elicited in the particular case upon the order which was passed."

"It is not intended that the prohibition contained in the last para-  
"graph of the Resolution above cited should preclude officers from em-  
"ploying public servants to procure for them conveyance or necessary  
"supplies while they are travelling upon duty, though in all such trans-  
"actions constant vigilance is needed to prevent cheating and extortion.  
"But a recent case had compelled the Government of India to repeat  
"with emphasis the standing order against employing public servants in  
"any private business, more especially on any private bargain or money  
"matter. His Excellency in Council believes that the distinction is  
"patent, and that the wording of the Resolution thus interpreted cannot  
"in practice interfere with administrative exigencies."

466. Lists are to be furnished by Commissioners on the 1st Janu-  
ary in each year, of civil officers and military officers in civil employ  
serving in each division who have passed the high proficiency tests in  
either the Arabic or Persian languages during the preceding year.

467. Native Extra Assistant Commissioners and Tahsildárs shall,  
in all vernacular proceedings, be held entitled to the following style of  
address :—

EXTRA ASSISTANT COMMISSIONERS.

Mahomedans.—*Khán Bahádur*.

Hindús.—*Rae Bahádur*.

TAHSILDÁRS.

Mahomedans.—*Munshi Sáhíb*.

Hindús.—*Rae or Pandit Sáhíb*.

**Officers.**

Home Dept. Res. No. 544, 12th February 1873.

468. "The question whether public officers should be permitted to act as arbitrators for the settlement of disputes having come under consideration of the Governor General in Council, His Excellency has been pleased to lay down the following rules, subject to which public officers may undertake such arbitrations :"

(1.) An officer shall not act as arbitrator in any case without the sanction of his immediate superior, or unless he be directed so to act by a court having authority to appoint an arbitrator.

(2.) No public officer shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.

(3.) If an officer act as arbitrator at the private request of disputants, he shall accept no fees.

(4.) If he act by appointment of a court of law, he may accept such fees as the court may fix.

*468 a C. 43, 175-459. 57, 108 C. 2.*

**Officers—Medical.**  
Circular 43 of 1867.

469. "Civil stations under charge of covenanted medical officers are divided into two classes.

In the first class the station of Lucknow is placed.

In the second class the following stations :—

Sitapur.

Fyzabad.

Rae Bareli.

The other stations will usually be in charge of an uncovenanted medical officer, but when a covenanted medical officer is in charge he will draw pay as for a second class station.

470. Uncovenanted medical officers may be put in charge of stations reserved for covenanted officers if none of the latter are available.

Circular 58 of 1867.

471. All medical officers, when placed in charge of a lunatic asylum or a jail, draw the regulated extra allowance for the charge. They do not draw any dispensary allowance.

**Officers—Military.**  
Circular 62 of 1865.

472. Military officers in civil employment, applying to enter the Staff Corps, are, under the following order, to send in a statement of their staff service :—



*From the Adjutant General, to the Secretary to the Government of India, Military Department, No. 523 E., Head Quarters Simla 27th July 1865.*

Officers—Military.

“In order to save time in determining the dates from which candidates for admission to the Staff Corps may be entitled to join it, I have the honour, by direction of the Commander-in-Chief, to request that applications from officers serving under Government, may, in all cases, be accompanied by an accurate statement of their Staff service.”

“These statements should exhibit the date of all appointments and of the general order authorizing them.”

473. Officers in the Staff Corps are not allowed to resign their appointments in the civil department without assigning reasons which appear satisfactory to Government.

Circular 99 of 1864.

474. “Instances having occurred in which officers in detached civil employment have been punished by the civil Government for offences, the fact of which punishment precluded their trial by court martial for the same offences, His Excellency the Governor General in Council, directs that all heads of Civil Departments, Commissioners, and other, be instructed that upon any occasion on which the misconduct of a military officer employed in the department may render necessary his eventual removal from his appointment, the officer in question should, in the first instance, be suspended only from civil employment, pending a reference to the military authorities, and the expression of an opinion on their part as to the manner in which his offence should be dealt with.”

Mily. Dept. Res. No.  
20th Novr. 1869.

475. “On a careful consideration of the views entertained by the Local Governments and Administrations as to the necessity of recording in character books kept for the purpose the merits and qualifications of officers in civil employ, the Governor General in Council is of opinion that any such formal practice is not, for various reasons, a desirable one. The ordinary records of Government will always shew if an officer has been markedly inefficient, and he himself may usually be relied upon to keep a note of all special recognition of his services. If nothing of the kind exists, it may be assumed that he has done his duty, but has either been unable to distinguish himself, or has had no opportunity of doing so.”

Home Dept. Res. No.  
1874, 23rd May 1873.

**Officers—Military.**

II. "His Excellency in Council, however, desires that in future, "when an officer leaves a Civil Department to return to military duty, "he shall be furnished, if he require it, or if the Department to which "he returns require it, with a statement of his services, and with a note "of the opinion of the Local Government or the Department under "which he has served as to his character, ability, and efficiency."

Finl. Dept. Res. No.  
1880, 17th March 1870.

476. "After the age of 55 no military officer shall be appointed "to a new office in civil employment, or shall be permitted to retain "any such office which he has held for five years and upwards, except "in special cases which are to be referred for the decision of the Right "Honorable the Secretary of State."

**Officers—Uncovenanted** 477.—*Extract para. 3, of a despatch from the Secretary of State for India, to the Government of India, No. 18, dated the 28th April 1870.*

"PARA. 3.—I desire, therefore, that the death of every person employed in the revenue and forests, as well as in all other departments "being an European, and not belonging to one of the Covenanted services, be immediately reported to the Government or Administration "under which he is serving; and that Government and administration "be instructed to announce the circumstances, without delay to this "office, in order that persons enquiring after their relations may receive "officially the earliest correct information in regard to them."

Circular 9 of 1871.

478. The Chief Commissioner requests that monthly returns, in the form annexed, be forwarded by Commissioners to this office by the 10th of every month. A blank return will be furnished when no deaths are reported by District Officers, as it will thus be known that the return has not been overlooked.

*Return of deaths of European uncovenanted officers in for 187 .*

Name of deceased.	Date of death.	Place of death.	Occupation at time of death.	Probable age at time of death.	Native village and country of deceased if known.	Particulars of family as far as known; if any relatives in the country	If any property left, in what custody.	Remarks.

479. ~~Half~~ yearly returns of uncovenanted officers who have attained the age of 55 years and who are recommended for retention in employment, or for retirement, are to be submitted for the orders of the Chief Commissioner in the following form on the 1st January ~~and 1st July~~ :—

Officers—Uncovenanted  
Circular 12 of 1872.

Number.	Office.	Salary.	Name of Officer.	Present age.	Whether recommended for retention or retirement.	Period of extension of officers recommended to be retained.	Grounds for retention in employment or retirement.

480. An officer inefficient by age should not be recommended for an additional year or more, as the case may be, in order that he may obtain a pension, but be discharged under the rules applicable to his case.

Circular 30 of 1873.

481. In reporting on the cases of officers who have attained the age of 55 years and who appear to be hale and efficient, they should be recommended for retention in the service till they reach the age of 60 years. If they fail in the interval, the fact can always be specially reported, with a view to their being required to retire from the public service.

Circular 50 of 1874.

482. "The Governor General in Council observes that the admission into the service of Government of other than young men tends to throw upon the State an undue liability in respect of pensionary allowances."

Finl. Dept. Res. No. 423  
20th January 1871.

II. "His Excellency in Council is accordingly pleased to declare that, as a general rule, no person should be admitted into the Uncovenanted Service of Government after he has attained the age of 25 years. But if, for special reasons, any one is after this date ad-

**Officers—Uncovenanted** “mitted at a later age, then, in the event of his being required to retire, “under the operation of any rule for the removal of officers from the “service as superannuated, on their attaining a particular age, the pension to which he would but for this rule be entitled shall be reduced “in the proportion which the number of years of pensionable service “which he has completed bears to 30 years, the full period required for “a good service pension.”

III. “For instance, if an officer so retiring has completed 20 “years’ service, then his pension will be one-third of his average pay “multiplied by  $\frac{3}{10}$ , if he has completed 26 years, then it will be half “his average pay multiplied by  $\frac{3}{5}$ .”

**Passports.**  
Circular 6 of 1866.

483. The following instructions, issued by the Government of India relative to ráhdári parwánnas, passports, &c., are published for information and guidance:

*Fort William, Home Department, No. 1729, the 24th November 1856*

Notification.—“It has been brought to the notice of the Government of India that Magistrates and other authorities, civil and political, are in the habit of granting passports, or certificates and other documents in the nature of passports, to persons travelling, or intending to travel, from one part of India to another.”

“This practice being quite unnecessary and liable to much abuse, “is hereby strictly prohibited. Hereafter no passports or documents of “any kind will be granted to any persons travelling, or intending to “travel, in India, either in the territories subject to the Government of “the East India Company or in native states.”

“Persons intending to travel from India to foreign countries, can, “as heretofore, obtain passports on application to Government in the “proper department.”

**Pay.**  
Circular 38 of 1862.

484. Pay of Tahsíl establishments is not to be paid from the Sadr but paid by warrant on the Tahsildár.

Finl. Dept. Letter No.  
2567, 3rd August 1871.

485. “I am directed to invite attention to the distinctive use of “the words ‘pay’ and ‘salary’ adopted in the Covenanted Civil “Service Leave Code, and in the Acting Allowance Code, and to request “that as far as may be convenient, the distinction may be observed

"in all official documents in future: 'pay' being used in the sense of  
" 'substantive pay' and 'salary' as including 'acting allowance.' "

Pay.

"I am to suggest that the term 'deputation allowance' be restrict-  
" ed to the case of an allowance given to an officer deputed on special  
" duty, and that allowances given under the Acting Allowance Code be  
" called 'acting allowance.' "

*485 A Cir: 49 of 75 - 485 B. Cir 73 of 75 & Cir 74 of 75 -*

486. "The Governor General in Council is pleased to rule that no  
" officer is entitled to pay or allowances for any time he may spend  
" beyond the limits of his jurisdiction, save with the sanction of the Gov-  
" ernment which he serves. and that the confirmation of the Govern-  
" ment of India is required to such sanction when it involves any in-  
" crease of expenditure beyond what would have been incurred if the  
" officer had remained within his jurisdiction."

Finl. Dept. Res. No.  
3489, 16th October 1872.

*Modified  
vide Cir. 72 of 75*

No order passed under this Resolution authorizing an officer to quit  
his jurisdiction justifies him in charging travelling allowance, unless such  
travelling allowance is specifically sanctioned.

487. "In supersession of all former orders on the subject, the Gov-  
" ernor General in Council is pleased to rule that, when a public officer  
" is called away from his duty to give evidence in any court (civil or  
" military), the pay and allowances admissible to him during the period  
" of his absence shall be debited to the department which would bear  
" the charge if the officer was on duty."

Finl. Dept. Res. No.  
4788, 31st December 1872.

*487 A Cir 3 of 75*  
488. "All claims for pay and allowances from the military depart-  
" ment, whether ordinary or special, are to be sent direct to the Con-  
" troller Military Accounts."

Mily. Dept. letter to Govt.  
N. W. P., 18th June 1873.

*488 A - Cir. 34 of 75 -*  
489.—Political pensions are not to be paid in England without a  
letter from the Secretary in the Foreign Department to that effect.  
The following extract from the proceedings of the Government of India  
in the Foreign Department, dated 12th June 1866, is published for in-  
formation and guidance :—

Pensions—Political.  
Circular 30 of 1866.

*Extract from the Proceedings of the Government of India in the  
Foreign Department (Political), No. 603, dated Simla, the 12th  
June 1866.*

"Read a despatch from Her Majesty's Secretary of State for India,  
" No. 29, dated 30th April last."

**Pensions—Political.**

“Ordered, that an extract (paras. 1 and 2) from the above despatch, “regarding the payment in England of the stipends of the political “pensioners proceeding to that country, be sent to the Chief Commis- “sioner of Oudh for information and guidance.”

*Extract from a Despatch from H. M.'s Secretary of State for India, (Political) No. 29, dated 30th April 1866.*

“As cases have recently occurred, and are likely to become more “frequent, of political pensioners under your Government visiting Eng- “land and requesting that their pensions may be paid in this country “without any other guarantee or voucher than that of their last pay “certificates, I have to request that Your Excellency will cause it to be “intimated to all political pensioners proceeding to England, that they “must not expect payment of any portion of their pensions here, unless “you may think proper, in any special case, to comply with an appli- “cation of this kind submitted to you by a pensioner before his de- “parture from India.”

“In such a case, a letter from your Secretary in the Foreign De- “partment stating the circumstances of the pensioner, and the amount “of pension to be paid to him, will answer the object in view.”

Circular 2 of 1868.

490. Political pensions are of nine classes :—

- I.—Collaterals, members of ex-royal family by blood, or connec-  
tions by marriage.
- II.—Imtiázis, &c., being courtiers, aides-de-camp.
- III.—Civil and military servants of native government.
- IV.—Domestic and other servants of ex-royal family.
- V.—Descendants of chiefs of Rohilla and Delhi families.
- VI.—Special pensions for services rendered under late Government  
for religious purposes.
- VII.—Treaty pensions under Bahoo Begum's trust.
- VIII.—Treaty pensions referring to the Mahals of Nawabs Mirza Ali  
Khan, Salarjung, and Kasim Ali Khan, and the 1st, 3rd,  
5th, and 6th loans.
- IX.—Political pensions originally granted by British Government.

Class I. The pensions of this class are regulated by four rulings:—

Pensions—Political.

(i). That the pensioner under the native government may, unless for special cause inhibited, obtain the amount of pension which he formerly enjoyed ;

(ii). That at his death one-third of his pension shall be resumed, but that the remaining two-thirds may be allotted to next heirs, half to be resumed when this allotment is vacated by death, and the remaining one-third at demise of next incumbent ;

(iii). That should the amount of pension inherited by one individual under ruling (ii) be less than Rs. 5 per mensem, it shall be held to have lapsed. This ruling (iii) to be amended as follows:—

Amended ruling (iii). That should the amount of pension inherited by one individual under ruling (ii) be less than Rs. 5 per mensem, commutation be compulsory.

(iv). That the aggregate of the inherited pension be paid to one member of the family, for its regular distribution among those to whom it is awarded

Pensions under this class I. (provided that two-thirds awarded under ruling (ii) include any pension which the individual may have been allowed in the deceased's time) are not commutable except under provisions of amended ruling (iii).

Class No. II. commutation allowed.

Class No. III. commutation allowed.

Class No. IV. commutation allowed.

Class No. V. not commutable.

Class No. VI. not commutable.

Class No. VII. commutation allowed when pensions fall to one rupee per mensem or less. When the amount falls to four annas per mensem, commutation compulsory.

Class No. VIII. Under all but 3rd Oudh loan commutation allowable when pensions fall to one rupee per mensem or less. When the amount falls to four annas per mensem, commutation compulsory. Those under 3rd Oudh loan are not commutable, the treaty having provided for all contingent remainders.

**Pensions—Political.**

Class No. IX. not commutable.

Finl. Dept. Notn. No.  
1636, 13th July 1870.

491. Arrears of territorial or political pensions which have remained undrawn for more than two years, are not to be paid without the special order of the local Government concerned.

**Petitions.**

Circular 52 of 1861.

492. It is to be considered a rule that Deputy Commissioners should themselves receive petitions when at the sadr station; at any rate, those unconnected with cases before the courts.

Circular 139 of 1859.

493. On receiving a petition an officer should avoid recording, as a matter of course, "call for a report from the tahsildár." He should examine the person presenting the petition as to the nature of his complaint, and, in a vast number of cases, he will find that it can be disposed of on the spot. A little time given to the careful first disposal of petitions will save a great deal afterwards.

494. If it is a case to be tried, it should be at once made over to the court which is to try it. If a report is required from the tahsildár, the point on which the report is to be made should be distinctly specified. The petitioner should always be informed distinctly there and then, of the order that has been passed.

Circular 79 of 1869.

495. Illegible Urdu petitions should be rejected. Officers should decline to place on record petitions not clearly written in the Nastálik character.

**Police.**

496. The police consists of three bodies:—

1st. The regular police.

2nd. The rural police.

3rd. The town police.

Circular 29 of 1868.

All three are directly under the Deputy Commissioner, the district superintendent being his lieutenant in immediate charge.

Circular 20 of 1865.

497. The district superintendent is responsible for the due payment of the several branches of the force, directly in the case of the regular police, and indirectly, to the extent of bringing any complaints on the part of the police officers, or *lâches* on the part of those bound to pay them, to the notice of the Deputy Commissioner, in the case of the other two branches.



498. All complaints on the part of men of any of the three branches should be made to the District Superintendent of Police, who, if unable to settle the point himself, will refer it to the Deputy Commissioner; and, in certain cases indicated in the Police Manual, in regard to the regular police, to the Inspector General. These complaints may be made on plain paper.

499. The district superintendent is also responsible that all the branches are properly equipped according to orders, and do the duty assigned to them. He will be the ordinary channel through which orders will be communicated to all the police, and they are bound to obey his orders.

500. The following rules are published regarding appointments and punishments :—

I.—The district superintendent will continue to make all appointments and promotions, in both sections of the police up to the grade of head constable, but the Deputy Commissioner may place a veto on any such appointment or promotion. Nominations to appointments and promotions to any post above that of head constable, and up to that of deputy inspector inclusive, will be made by the district superintendent, but such nominations will require the formal sanction of the Deputy Commissioner before the actual appointments or promotions are made. These promotions will be sent to the Inspector General for the purpose of appearing in police orders.

II.—Nominations to appointments and promotions to any post above that of deputy inspector will be sent by the district superintendent to the Deputy Commissioner. The Deputy Commissioner will submit such nomination to the Inspector General of Police, or if he disapprove of it he will state the fact, and will himself make some other nomination. The actual appointments and promotions to these posts will be made by the Inspector General of Police under such general instructions as he may receive from the Chief Commissioner, but if it appear to him proper to set aside the nomination made by the Deputy Commissioner, the case must first be submitted for the orders of the Chief Commissioner.

III.—The powers of punishment, in cases of breach of discipline or neglect of duty, now exercised by District Superintendents, will remain unaltered, but all appeals from the orders of District Superintendents,

**Police.**

which now lie to the Inspector General of Police, will be heard by the Deputy Commissioner.

IV.—The Deputy Commissioner may himself, if on any occasion he thinks it necessary to do so, exercise all the powers of punishment which are given in para. 688 of the Police Manual to the District Superintendent or Assistant District Superintendent. In case of the exercise of this power the appeal will lie to the Inspector General.

V.—The punishment of fine will not be inflicted on any chief constable or on any officer of a rank superior to that grade, except with the previous sanction of the Inspector General of Police, nor, without such sanction, can these officers be reduced, suspended, or dismissed.

Circular 53 of 1866.

501. Police officers drawing Rs. 30 a month or upwards are not to be tried without the permission of the Commissioner.

**Police Funds.**  
Circular 104 of 1867.

502. The following rules are prescribed for bringing the police funds to account:—

I.—The funds alluded to are the General Police Fund, the Police Chandá Fund, and the Police School Fund.

II.—All monies received on account of any of these funds will be paid by the officer receiving them direct into the district treasury.

III.—Payments from the treasury, within budget limits, on account of these funds, will be made on the requisition of the District Superintendent, countersigned by the Deputy Commissioner. If the Inspector General should desire that his signature should further be required as a voucher for his sanction to any such payments, his wishes are to be attended to.

IV.—No payment, not provided for in the budget, is to be made without the special sanction of the Chief Commissioner.

**Police—Regular.**  
Circular 119 of 1859.

503. Widows and children of men of the Regular Police killed in the execution of their duty, are entitled to pensions.

Circular 5 of 1862,

504. Relatives of the civil amlah should not be appointed to the police. It is important that a common interest should not spring up between them.

505. Police officers should not be employed in a district in which they or their near relatives have landed property.

506. The following rules are prescribed for the wearing of their shoes by police officers:—

*Copy of a letter from the Officiating Secretary to the Chief Commissioner, to Inspector General, Police, Oudh, No. 2376, dated 2nd November 1863.*

Having submitted to the Officiating Chief Commissioner, your letter No. 308, dated 7th instant, with annexure, on the subject of police officers removing their shoes before entering courts, I am desired to communicate the following instructions:—

The Officiating Chief Commissioner believes that police officers, when in uniform, always wear boots and shoes of an English pattern, and he considers that as these form a portion of their uniform, they should not take them off when entering a court or an officer's house in uniform.

The lower grades of the force when attending court on duty in uniform, and with shoes of the prescribed uniform pattern, will not be required to take them off before entering the witness box, dock, or guard box, but they must do so before going to any other part of the room. This remark applies to model court rooms only; where the court is an ordinary room, all constables must take off their shoes at the door.

All members of the force, when in plain clothes, or not, wearing shoes of the prescribed pattern, will follow the same rules in this matter as other native officials.

507. Police officers are on no account to follow offenders into the Nipál territory, nor to attempt to arrest any one there.

508. Liquor of ammonia, for the treatment of snake bites, is to be supplied to police stations by Civil Surgeons. If they are unable to supply it, they are to indent in duplicate on the Allahabad depôt through the Deputy Inspector General of Hospitals, for what is necessary.

509. The police are to furnish all guards. Barkandázes are not to be entertained in any department.

510. Chaukidárs are to be kept up in every village at the expense of the landholders, whether their holdings are khálsa or mu'afí.

**Police—Chaukidárs.  
(Village.)**

Circular 16 of 1862.

Circular 20 of 1864.

Circular 40 of 1866.

511. It is not necessary, however, to have a man for each village if it be small, nor to confine the number to one, if the village be large. The Deputy Commissioner is constituted the judge of the proper number to be kept up. He is limited, in purely rural villages, to the number that can be supported by a cess of six per cent. on the Government revenue, at the rate of three rupees a month to each chaukidár. Within that limit the number is at his discretion.

Circular 16 of 1862.

Circular 20 of 1864.

512. The appointment of chaukidárs rests with the lambardár or mu'afidár. In sub-settled villages, the representative of the sub-settlement holders has the right of appointment.

Circular 28 of 1868.

513. Chaukidárs can only be dismissed by order of the Deputy Commissioner, founded on charges of incompetence or misconduct. Landholders have no power to dismiss.

Circular 20 of 1874.

514. Chaukidárs are public servants, under section 21 of the Penal Code.

515. The public duties of chaukidárs are to report crime, give information regarding criminals and extraordinary events, apprehend offenders, and generally aid the police.

516. The remuneration of chaukidárs is provided for by an agreement on the part of málguzárs and mu'afidárs at settlement to pay a cess of six per cent on the land revenue for this purpose. In sub-settlement villages, it is provided, by Act XXVI of 1866, that this charge shall be upon the holders of sub-settlement.

Circular 20 of 1874.

517. The Deputy Commissioner is responsible that the chaukidárs are adequately and regularly paid. The District Superintendent is responsible that where the chaukidárs are not paid it is brought to the Deputy Commissioner's notice.

Circular 28 of 1868.

518. Although the Chief Commissioner places no restriction on Deputy Commissioners making inquiries regarding chaukidárs through tahsildárs if they please, yet he thinks that ordinarily, unless there is some special reason to the contrary, it should be done through District Superintendents.

519. Chaukidárs may present petitions of complaint to District Superintendents upon plain paper, and they will bring them before the Deputy Commissioner in his executive capacity.

520. Where the chaukidár is satisfied, does his duty, and no complaints are made, no interference will take place with the arrangements for his pay, whether he is paid in land or money. It will be arranged between the landholder and himself.

521. When however the chaukidár complains, or does not do his duty, an inquiry should be made, and the landholder, if in fault, should be warned that if he does not at once make arrangements which shall be satisfactory to the chaukidár and the Deputy Commissioner, the cess will be collected and the chaukidár paid. The chaukidár is never to be referred to the civil court for his money.

522. If the Deputy Commissioner, after warning, finds it necessary to act, he will collect the cess and pay the chaukidárs in cash, both arrears and future pay. If the arrears arise from the non-fulfilment of an agreement to give land which was not done, the Deputy Commissioner will value the landlord's obligation in money, and collect it from him.

523. If collecting the cess should be once resorted to, the Deputy Commissioner is not again to allow of voluntary arrangements without the consent of the chaukidár, freely and personally given, and of the Commissioner. The Commissioner will satisfy himself that there is some good reason for it before granting this permission.

524. Rules for the payment of chaukidárs :—

I.—In all cases in which the Deputy Commissioner has found it necessary to collect the 6 per cent. chaukidári cess, the money will be collected at the same time as the Government revenue.

II.—The Deputy Commissioner will give the District Superintendent a complete list of all villages in which this cess is collected, and should any new village be added to the list, intimation will, at once, be given to the District Superintendent.

III.—The chaukidárs will be paid monthly by the District Superintendent, who will submit a bill for the month's pay to the Deputy Commissioner.

IV.—It will be the duty of the Deputy Commissioner to determine the number of chaukidárs to be kept up in each village, and the rate of pay they shall receive. No chaukidár need get more than Rs. 36 per

**Police—Chaukidárs.  
(Village.)**

annum, and the Deputy Commissioner should endeavour so to arrange, that none shall draw less, but this will, of course, depend on the funds at his disposal.

(2.) In order to carry out these rules, it will be necessary to collect the cess regularly, and the Chief Commissioner trusts, that all Deputy Commissioners will give their attention to the subject, for he considers the punctual payment of chaukidárs, a matter of importance.

(3.) The Village Chaukidári Fund is a Police Fund, and the bills should be submitted for countersignature to the Inspector General of Police.

525. Chaukidárs will be rewarded under the following rules:—

I.—The Chief Commissioner will assign annually from the Margin Fund, to each district, for the purpose of rewarding chaukidárs, such sum as he may see fit. This sum will be placed at the disposal of the Deputy Commissioner, and will be expended under his sole responsibility.

Circular 33 of 1867.

II.—Rewards will ordinarily be paid to chaukidárs for good service in the detection of crime and for the apprehension of offenders. If the Deputy Commissioner be satisfied, on the report of the District Superintendent or otherwise, that a chaukidár has deserved reward for his exertions in the prevention of crime, or for special good conduct other than the detection of crime, or the apprehension of offenders, he may order such chaukidár to be rewarded, but no such reward shall be paid unless the Deputy Commissioner or District Superintendent has ascertained by personal and careful inquiry that it is deserved.

Circular 46 of 1867.

526. The following are the assignments from the Margin Fund, under Rule I. above, for the several districts of the province. They are to be in force until further orders, and will be entered in the budget every year until altered:—

Lucknow, ... ..	Rs. 820	Fyzabad, ... ..	Rs. 1,300
Unao, ... ..	„ 1,050	Bahraich, ... ..	„ 880
Bara Banki, ... ..	„ 1,050	Gonda, ... ..	„ 1,300
Sitapur, ... ..	„ 980	Rae Bareli, ... ..	„ 980
Hardoi, ... ..	„ 980	Sultaipur, ... ..	„ 1,300
Kheri, ... ..	„ 880	Partabgarh, ... ..	„ 980

Circular 20 of 1874.

527. Bills for rewards to chaukidárs should be submitted for countersignature to Inspector General Police.

528. This includes Cantonment Police when there is any. It may or may not be enrolled under Act V of 1861.

529. When the police is enrolled the selection of recruits rests entirely with the police officers, though it is desirable to consult landholders when the place belongs to one man, and the inhabitants of the town in other cases. Where there is a municipality there is the greater reason for attention to this point.

530. Where the police is not enrolled the nomination should be made by the leading people of the town, and, if there is a municipality, by them; but the police authorities alone have the power of dismissal where there is no municipality, and, where there is one, they have an independent power of dismissal.

531. The Chief Commissioner is pleased to circulate the accompanying extracts from letters from the Judicial Commissioner and the Sanitary Commissioner, on the subject of *post mortem* examinations.

The Chief Commissioner believes that the duty of inspecting the whole body externally, and of minutely examining all vital internal organs, is fully understood by the Civil Surgeons to be indispensable in all cases in which rapid decomposition has not rendered it impossible. The neglect of this duty would be seriously regarded by the Chief Commissioner.

*Extract from a letter from the Judicial Commissioner, Oudh, to the Secretary to the Chief Commissioner, dated 5th June 1868, No. 477.*

“In a case which recently came before me, a young girl was found dead in a field, a cloth was tied tightly round her throat, and when the corpse was sent in to the medical officer, he reported that she had died by strangulation. The enquiry went to show that the girl had been raped as well as murdered; but when the Civil Surgeon was questioned on this point it appeared that he had not examined that part of her person, and therefore a most important link in the chain of evidence against the prisoner, *viz.*, the object with which he committed the murder, remained wanting.”

“Consequently, I have to request that it be impressed on Civil Surgeons that the examination of corpses sent in by the police for that purpose must always be conducted from beginning to end in their

**Post Mortem.**

"presence; and further, that it is not sufficient to ascertain the proximate cause of death. The entire corpse must be subjected to medical scrutiny."

*Extract from a letter from the Sanitary Commissioner, Oudh, to the Secretary to Chief Commissioner, Oudh, dated 12th August 1868, No. 1450.*

"I am of opinion with the Judicial Commissioner, that, in forensic cases, the medical evidence of the Civil Surgeon only should be relied upon, and that it is necessary that he should be present throughout the *post mortem* examination, and should inspect the whole body."

"As life or death to the accused party in a case of suspected murder often depends in great measure upon the medical evidence, it is of the utmost importance that no natural causes sufficient to account for death should be overlooked, and for this reason it is necessary to search for disease in the brain, heart, or other vital organ."

"Moreover as such an investigation requires a superior medical education, no Civil Surgeon of Indian experience who desires to do his duty efficiently would rely upon the report of a hospital assistant in the matter."

"I believe, however, that every medical man well educated in his profession knows the necessity of careful and thorough *post mortem* examination in medico legal cases." \* \* \* \* \*

**Post Mortem—Articles  
required for.**  
Circular 55 of 1871.

532. The following scale of articles for post mortem examinations is sanctioned for all Sadr Dispensaries in Oudh:—

- 1 Strong Table 6' x 3' covered with zinc.
- 1 Small round stool.
- 6 Dusúti towels.
- 1 Large gharra.
- 6 Earthen pans.
- 6 Glass stoppered bottles.

**Post Office—Postage.**  
Circular 38 of 1864.

533. Postage is payable on all correspondence regarding Wards' Estates. The correspondence should be conducted on thin paper. This rule does not apply to the correspondence relative to the placing an estate under the Court of Wards, but only to the correspondence that takes place when it is under the Court.



534. "The Governor General in Council directs that general instructions be issued to Local Governments and Administrations to be cautious in insisting upon a daily service between places connected by short branch postal lines, in cases when the Director General of the Post Office is, for financial reasons, in favour of less frequent communication. His Excellency in Council further directs that Local Governments and Administrations be reminded that very large expenditure must be incurred if the utmost possible efficiency be insisted on in such a matter all over India; and that financial considerations, which cannot be neglected, make it proper that their administrations should abstain from demanding perfect efficiency, if it can be dispensed with without too great a sacrifice of administrative advantages."

535. "Postage on the correspondence of public officers one with another about the administration of local funds, and the affairs of municipalities is a public charge. Service Labels bought with public money should be used on such correspondence. Postage on correspondence with a Municipality is a charge on the Municipality, and not on the public revenues, and letters addressed to Municipality should therefore be despatched service bearing."

536. "The Imperial Post Office foregoes all claim to any postage whatever on official covers which are conveyed entirely by the district dāk establishment, limiting the claim to cases in which the cover has to be conveyed wholly or partly by the road establishment paid for by the Postal Department from Imperial Funds."

537. There is reason to believe that the special privileges in respect to postage of official correspondence are not everywhere understood, and that sufficient attention is not paid to economy in the official use of the post.

The special privileges of official correspondence which affect ordinary transactions are as follows:—

- (1).—An official cover of which the weight exceeds half a tolah, but does not exceed ten tolahs, may be sent by letter post for one anna only.

NOTE:—*First*.—For heavier covers, the charge by *packet* post is very much cheaper than by *letter* post.

**Post Office—Postage.**

*Secondly.*—It costs the Post Office Department less to carry *packets* (which are sent by banghy post) than letters.

(2).—An official *packet* may be sent in a *closed* cover.

The postage on a *packet* is one-half of that on a parcel; and the only advantages obtained by sending an *official* cover by *parcel* post rather than by *packet* post are (1) that a *parcel* is registered, while a *packet* is not registered; and (2) that, as prepayment of the postage on a *packet* is compulsory, a *packet* cannot be sent “service bearing.”

The following rules should be observed:—

A.—Attention should be paid to reducing the weight of official covers sent by post, whenever this can conveniently be done. For instance, a whole bundle of papers should not be sent when a *part* will suffice.

B.—A cover of which the weight exceeds ten tolahs should be sent by packet\* post, and not by letter post, unless it is important to save the extra time (never long) that it may, on some lines, and for long distances, take to transmit a *packet* by banghy post.

C.—An official cover should never be sent by *parcel*† post, unless.

(1).—The contents are so valuable that, if sent by letter post, it would be registered, or

(2).—The postage is a proper charge upon the individual or public body to whom it is addressed, and not upon the general revenues.

Whenever an official cover is received in any office which is wrongly stamped, or which, (its weight being over ten tolahs) appear to have been needlessly sent by letter post instead of by packet post, or which

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\* NOTE.—It will usually be convenient to make it a standing order in every office, that no cover weighing more than ten tolahs shall be sent by letter post without the express permission of the Registrar or other chief ministerial officer, which permission should never be given without special reasons.

† NOTE.—It should probably be a standing order in every office, that no cover shall ever be sent by parcel post without the express permission of the Registrar or other chief ministerial officer, which permission should never be given without special reasons.

(whatever its weight) appears to have been needlessly sent by *parcel* post instead of by *packet* post, the receiving officer should invariably remind the despatching officer of the instructions contained in this notification. This may be done, simply, by the use of skeleton forms; and it is hoped that all public officers will soon be so trained as to need no further reminding.

A copy of this notification should always be posted in each office before the officer whose duty it is to despatch the correspondence of the office, and also before the chief ministerial officer.

The schedule of official postage rates is appended for convenient reference:—

*Official Postage Rates.*

	Letter Post.				Banghy Post.			
	Letters.		Registered Gazettes.		Parcels.		Packets.	
	Closed covers.		Open covers.		Closed covers.		Closed covers.	
	Prepayment optional.		Prepayment compulsory.		Prepayment optional.		Prepayment compulsory.	
	A.	P.	A.	P.	A.	P.	A.	P.
A cover not exceeding $\frac{1}{2}$ tolah	0	6	...		...		...	
" exceeding $\frac{1}{2}$ and not exceeding 10 tolahs	1	0	0	6	...		...	
" " 10 " " 20 "	5	0	1	0	4	0	2	0
" " 20 " " 30 "	10	0	1	6	6	0	3	0
" " 30 " " 40 "	15	0	2	0	8	0	4	0
For every additional 10 tolahs	5	0	0	6	2	0	1	0

538. *Rules for the Custody, Distribution, and Sale of Postage Stamp Labels, approved by the Government of India with effect from the 1st of July 1873.*

(N. B.—These Rules apply both to Service Stamps, and to Ordinary Stamps, with the exceptions noted in Rules V and VIII.)

**Postage Stamps.***Supplies from Central Depôts.*

I.—Supplies of postage stamps for the Madras Presidency, including Mysore, and the local depôts subordinate to Madras, shall be supplied by the Superintendent of Stamps at Madras, on the indent of officers in charge of local depôts.

II.—Supplies of postage stamps for the Presidency of Bombay, including Scind, Berar, the Central Provinces, and local depôts subordinate to Bombay, shall be supplied by the Superintendent of Stamps at Bombay, on the indent of officers in charge of local depôts.

III.—Stamps for the Bengal Presidency, including the North-Western Provinces, Oudh, the Punjab, Central India, Rajpootana, Assam, and British Burmah, and local depôts subordinate to Calcutta, shall be supplied by the Superintendent of Stamps at Calcutta, on the indent of officers in charge of local depôts.

IV.—The above-mentioned supplies from central, to local depôts, shall be issued on credit.

*Local Depôts.*

V.—Every treasury throughout India, including those attached to political, customs, and salt agencies, shall be a local depôt for the sale of postage stamps, provided that the value of the stamps sold at one time to any purchaser shall not be less than Rs. 5, and shall not include any fraction of a rupee. At any station at which there is a Collector of land revenue, neither a Salt Agent nor Collector of Customs shall be entrusted with the custody and sale of postage stamps. All sales under this rule will be for cash on delivery, and when the purchaser is one of those who are required to retail stamps under Rule VIII or is one specially authorized under Rule IX, a discount of one half anna per rupee will be allowed. But to purchasers, other than the above, no discount will be allowed, and officers in charge of local depôts must see that discount is not allowed except to the privileged officers above referred to. The sale of embossed envelopes shall be subject to the same conditions, except that they shall be sold in packets containing sixteen envelopes each, portions of a packet not being saleable. The price of each packet shall be the value of the stamps borne by the envelopes contained in it; the discount (if any) being calculated on that value.

The above rule is only partially applicable to "service stamps," which may be sold *only to Government officials, on a written application accompanied by payment of the value in cash, and on which no discount is allowed.* A receipt containing in detail the gross value of each description of service postage stamps sold will be granted by the treasury officer, for the amount paid to him.

VI.—A supply equal to the probable consumption for five months of the district attached to each local depôt, shall be kept in each, and as soon as the number in store has fallen below the number expended during the preceding six months, the Collector, or other officer in charge of the depôt shall indent on the central depôt of his Presidency for a number equal to the consumption of the last three months for which accounts have been rendered to the central depôt of the Presidency. If by any accident the stock of stamps of any value should run short before the receipt of a fresh supply from the central depôt, the officer in charge of the treasury will indent on neighbouring districts for a quantity sufficient to meet the demand, which may be supplied or not, according to the discretion, and on the responsibility of the officer indented on, with reference to the wants of his own district. It will be the duty of the Superintendent of Stamps of the Presidency to report to the Director General of the Post Office, for the orders of Government, every occasion on which it may appear from the monthly statement, or otherwise, that the store of stamps of any particular value, in any district, has fallen below the authorized amount.

#### *Branch Depôt.*

VII.—Every branch treasury, and every tahsíl treasury shall be a branch depôt for the sale of postage stamps under the conditions described in Rule V. It will receive its stamps from the local depôt to which it is subordinate, keeping always in store a supply sufficient to meet the probable demands of one month, estimated according to the average of former sales. It will keep an account of sales in the same form (3) hereafter prescribed for the Treasurer's account, and will indent for supplies in the same form (4) as hereafter prescribed for the Treasurer's indent. It will render an account monthly to the local depôt in form 6a.

## Postage Stamps.

*Retail sale of Stamps.*

VIII.—A supply of stamps *for sale, by retail*, shall be kept available at every post office, receiving house, tabsíldári, thanna and every police station at which letters are received for despatch, and with every licensed stamp vendor; and it shall be the duty of the officer, to whom the person in charge of any of the above-named places is subordinate, to take steps to ensure that the supply kept on hand is at all times equal to at least one week's demand. Persons in charge of the above-mentioned places will receive discount on purchases under Rule V.

This rule does not apply to "service stamps."

By the term "licensed vendor," as used above, is meant a stamp vendor licensed under rules framed by the local Government in accordance with section 48 of the General Stamp Act (XVIII of 1869.)

*Authorization of certain retail vendors other than the above.*

IX.—A district officer may authorize the grant of discount at  $\frac{1}{2}$  anna per rupee on purchases under Rule V, to any person who is a *bond fide* retail vendor of postage stamps, although he may not be one of those required to retail them under the above rule. Such authority shall be given in writing, and must be produced by the person authorized when claiming discount on purchases: the authority will hold good for only 12 months from the date on which it is given, and may be revoked at any time at the discretion of the district officer. No such authority may be given to any person employed in a Government Treasury. A register showing the name, residence and occupation of every person so authorized, and the date of the authority shall be kept by the district officer.

*Custody of stamps in Local Dépôts.*

X.—The bulk of postage stamps in store at any local dépôt shall be kept in parcels, containing a known number of sheets, in the treasury or other secure place, in one or more strong chests or presses, under double locks—the key of one lock of each chest or press always remaining in the hands of the Collector, or other officer in charge of the stamps, and the key of the other in the hands of the Treasurer.

XI.—The remainder of the stamps in store shall be in the hands of the Treasurer, and shall not exceed the probable demand of fourteen days, estimated according to the average of former sales.

XII.—The Treasurer shall keep a daily account of receipts and sales in the vernacular of the district, in which the transactions of each succeeding day shall be entered consecutively, a balance being struck at the close of each day, and attested by the initials of the officer in charge of the treasury.

XIII.—On the first open day of each month, and on every Monday during the month, the Treasurer shall prepare in the vernacular, and submit to the officer in charge of the postage stamps an indent for a supply of postage stamps for the following week. The indent, after being approved, or altered by the officer in charge of the postage stamps, shall be signed by him, and complied with as directed in the following rule. The indent thus signed shall be the warrant for the issue of the stamps.

XIV.—The officer in charge of the postage stamps shall cause the store under double locks to be opened, and the required number to be counted and delivered to the Treasurer in his presence. A store-book shall be kept in English in which the number and value of the stamps delivered to the Treasurer shall be entered, and a balance struck at the time of delivery. This balance will be attested by the initials of the officer in charge and of the Treasurer, both of whom shall invariably be present during the whole time that the store under double locks, or any part of it, remains open. The deliveries shown in the store-book will agree with the indent as approved.

XV.—If the treasurer require stamps at any intermediate time, the same process will be observed as is prescribed in the two preceding rules.

XVI.—Stamps will be supplied from the store under double locks, only to the Treasurer, and on indent from him; all sales must be made from the supply in the hands of that officer.

XVII.—As soon as possible, after the arrival of a despatch of postage stamps from a central dépôt, or from any other local dépôt, the packets or boxes are to be opened, one at a time, in the presence of the officer in charge of stamps. The stamps contained in each box or packet are then to be immediately counted and compared with the invoice, which after being receipted, will be returned by the first post to the dépôt whence they were despatched. Unless the officer in charge of the stamps can certify that the

**Postage Stamps.**

stamps contained in any given packet or box were immediately counted by himself personally, or in his presence, he will be held responsible for the value of any that may be found deficient. The stamps are then to be placed in the store under double locks, and entered in the store-books, and no stamps are to be delivered to the Treasurer, or sold to any party without being first brought into store.

XVIII.—Officers in charge of stamps will have the stamps in store, both those under double locks, and those in the hands of the Treasurer, counted in their presence on the last open day of September, and March, in each official year, and will certify having done so in the following terms at the foot of the monthly accounts of sales and stock for those months furnished to the Superintendents of Stamps.

*"I do hereby certify that I have personally counted the postage stamps in store on 18, the actual value of which is Rupees (here enter the amount in words and figures); and that the rules prescribed by the order of the Government of India, dated are duly observed."*

XIX.—On occasions of transfer of charge, postage stamps will be made over in the same manner, and under the same precautions, as the cash balance in the treasury.

XX.—The officer in charge of each local depôt will submit, on the 2nd of each month, an account to the Superintendent of Stamps of his Presidency, showing the balance in hand at the close of the preceding month, and the sales effected during that month.

*Returns to be made by Central Depôt.*

XXI.—The Superintendent of Stamps of each Presidency will on the 15th of each month, in addition to any account required by the Accountant General, furnish the Director General of the Post Office with a memorandum showing the number of stamps distributed by him during the preceding month; and at the close of each quarter, he will furnish an abstract memorandum showing the number and value of stamps in hand, and the total amount of the actual sales, of all the local depôts supplied by him.



539. Is a thorough mixture of excreta with dry earth, and should be perfectly inodorous.

It is the condition to which the former should be reduced in a proper system of conservancy before being used as manure or buried in trenches in the ground.

540. The Government of India is to be kept informed of the progress and results of experiments for ascertaining the value of poudrette as a manure, the best methods of applying it, the soils and crops to which it is best suited and other similar points. 6

541. It has been for some time the practice in several districts to credit the surplus proceeds from pounds, situated within the limits of a Municipality to the Municipal, instead of the General Pound Fund. The subject has received the Chief Commissioner's consideration, and I am now directed to communicate his views.

542. The Chief Commissioner is not aware of any law under which a Municipality can establish or work a pound. Under certain laws Municipal Committees have the power to make bye-laws for defining, prohibiting and removing nuisances, and were stray cattle declared to be a nuisance, the owner of them might be prosecuted for a breach of the bye-law. But the Chief Commissioner does not think that any Municipality can legally detain stray cattle and make the owner pay for their release.

543. Under the provisions of the Cattle Trespass Act 1871, it is the Magistrate of the district only, who under the general control of the Local Government, can establish pounds; it is enacted that the pounds shall be under his control; and in section 18, the manner in which the proceeds are to be applied is laid down. In the opinion of the Chief Commissioner no Municipality can legally exercise powers which the law confers on the Magistrate of the district and on him alone.

544. Every pound then, whether it be within or without Municipal boundaries, must be under the control of the Magistrate of the district; and the income must be credited to Pound Fund. It does not follow, however, that no portion of this money shall be spent within the Municipality; if it can be shewn that a considerable sum has been received on account of stray cattle within the Municipality, that sum may fairly be applied to Municipal works of public utility. It rests with the

**Pounds.**

Deputy Commissioner and Local Committee to suggest the manner in which the surplus shall be expended, and all such recommendations will receive the Chief Commissioner's attention.

**Press.**

Circular 32 of 1867.

545. The Government Press at Lucknow will supply all English and Vernacular printing required by the civil administration. Officers are forbidden to employ any other presses for printing, and warned that their bills will not be passed. Complaints regarding the inefficiency of the Government Press will be made to the Secretary, for the information of the Chief Commissioner.

Circular 34 of 1867.

546. The following rules for the supply of forms and other English printing by the Government Press are published for guidance :—

I.—Forms will be issued upon indent only.

II.—Indents for forms not in the lists can only be supplied with the sanction of the heads of departmental offices.

III.—The following are the the heads of departmental offices for this purpose :—

Secretary to the Chief Commissioner.

Secretary in the Public Works Department.

Judicial Commissioner.

Consulting Engineer.

Controller Public Works Accounts.

Inspector General of Police.

Sanitary Commissioner.

Director of Public Instruction.

Deputy Surgeon General, Indian Medical Service.

Circular 17 of 1869.

IV.—No alteration in any regular sanctioned form is to be made without the sanction of the head of the department to which it pertains.

V.—Circulars or other papers required by any of the above heads of departmental offices will be printed. Fair copies, with the number of copies required noted thereon, and signed by the head of the office, must be sent to the Superintendent of the Press.

VI.—It being the intention of the Chief Commissioner that all papers and correspondence likely to be of permanent utility should be printed, if any officer desire to have any such papers printed, he will submit them through the head of his department, who will give his opinion on the subject, for the orders of the Chief Commissioner.

VII.—Forms required by departments supported by local funds must be paid for, if they are other or beyond the allowance in the sanctioned list.

VIII.—All press copies sent to the press to be printed must be properly faired out and corrected. This applies to both English and Vernacular printing.

IX.—No work, except abstract of proceedings, will be taken in hand unless the M.S. is complete in every respect.

X.—One proof only is to be sent out, and this proof on its return is to be filed with the M.S. for record.

XI.—Proofs are on no account to be detained. It appears to the Chief Commissioner that, excluding Sundays and holidays, proofs may always be returned, at the latest, the day after they are received. This rule must be strictly attended to, as otherwise the type is locked up and the press comes to a stand still.

547. Budget grant "Printing" is a provincial grant, and payments from it will be made from the Lucknow Treasury only, and on the counter-signature of the Secretary or Junior Secretary to the Chief Commissioner.

548. All Vernacular Forms and printing will be supplied under the orders of the Junior Secretary, and to allow of proper arrangements being made for the early despatch of the former, the following rules are laid down:—

I.—Printed forms of indent for annual supply of English and Vernacular forms required in the Revenue and Settlement Departments, will be distributed to officers concerned, on the 1st August, and must be re-submitted to this office *not later* than the 1st September in each year.

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II.—In like manner, printed forms of indent for annual supply of Judicial forms will be distributed on 1st October, and must be re-submitted to this Office *not later* than the 1st November in each year.

III.—Officers are warned that if they do not comply with the directions in paras. I. and II., the Press will not be held responsible for any delay that may ensue.

IV.—With regard to forms required in the Police, Educational, and other Departments, indents should be submitted to this office two months before the forms are required for use.

**Prisoners—Female.**  
Circular 31 of 1867.

549. Not allowed to take children over two years of age into jail with them.

**Procedure.**  
Circular 23 of 1868.

550. The following general rules of procedure for the conduct of business in Deputy Commissioners' offices are published for information and guidance:—

I.—The head clerk is expected to be acquainted with treasury accounts and to exercise a certain degree of supervision over the treasury clerk. The duties of the other clerks in the general English office are too well known to require remark; but it may be added that judicial letters are to be copied in this office.

II.—No remarks are required in regard to the treasury department which receives its instructions from the Accountant General.

III.—In the several courts the munshi, under the orders of the court, will keep, and be responsible for, all papers pending before it. He will give receipts (parchas), signed by the court, for all petitions received. He will keep the registers prescribed to be kept by the court. He will keep a despatch book in which all covers sent out by the court, whether judicial or executive, will be entered, and a receipt book which he will require to be signed by any one to whom he makes over papers. This officer's responsibility as regards a petition, report, rūbakāri, or case, ceases only on its transfer to the record room. He is to do the duty in regard to the cases and papers coming before the officer to whose court he is attached, hitherto performed by the roznámcha-nawis and tahsíl ahlmads.

He will have an almirah under a good lock and key in the court room, in which to keep all the papers under his charge. These almirahs

should have compartments the width and depth of vernacular misls, and should be divided into heads, such as criminal cases, civil cases, revenue cases, rent cases, execution of decrees, public works, miscellaneous, &c. He is the court's reader, and is allowed a moharrir to assist him when the court is presided over by a European officer. As native officers read their own papers a moharrir is not allowed in their courts. The munshi of the Deputy Commissioner, who will represent the present sarishtadár, has in addition to the above duties, to attend to the papers of an executive and miscellaneous character which come before the Deputy Commissioner. He has also to exercise a general supervision over the munshi-khána. He is allowed two assistant moharrirs. All the officers entered under the head of courts are to sit in the courts and do their duty there.

IV.—In the munshi-khána there will be an almirah of sufficient size, divided into three compartments, each with its own separate and different lock and key, for the three officers who sit there. The almirahs should be of a convenient height from the ground, both to preserve the papers and so that they can be easily examined by a man standing.

V.—The názir, under the new system, is common to both departments, and will issue the processes and execute the decrees of all the courts. He will be under the supervision of the munsarim.

VI.—The order book system is a part of this scheme. Neither dockets, petitions, parwánnas or rúbakárís are to pass between any public servants at the head quarters of districts. Each court will keep an order book in three columns headed "request," "order," and "report of execution." Any subordinate wanting anything will enter what he wants in the book, under "request," which will be laid before the officer who is to give the order. The munsarim will keep a similar order book. This rule applies to police officers and Assistant Commissioners in their official intercourse with the Deputy Commissioner. When they require written orders they will be given in this way.

VII.—Vernacular original orders which have to be signed by an European officer are to be written in *pastalik*, not in *shikast*.

VIII.—Vernacular orders and reports are to be written horizontally, one below the other in regular order, beginning at the top of the page.

**Procedure.**

IX.—Parwānnas are to be signed by the officer issuing them, on the countersignature of his munshi.

X.—When a simple inquiry is made between a tahsil and head quarters, it should be written half marginally, and the paper returned with the answer. No record should be kept of such papers.

550 A.C. 45/76

**Property.**

Finl. Dept Res. No. 1375,  
20th July 1864.

551. Local Governments and administrations are not to appropriate the following assets which are items of Imperial Revenue.

I.—Sale proceeds of unclaimed property placed at the disposal of Government by section 27, Act V of 1861.

II.—Sale proceeds of moveable property of absconded offenders.

III.—Sale proceeds of goods charged to be stolen, or unlawfully obtained, and of which the owner is unknown.

Circular 88 of 1871.

552. All persons serving under this administration are hereby prohibited from purchasing property put up for auction in execution of decrees, and also from bidding at sales of impounded cattle.

**Public Health.**

553. The public health is under the immediate care of Deputy Commissioners and Municipalities, under the control and supervision of Commissioners.

554. Inutility of quarantine as a preventative against the spread of cholera :—

*From J. M. Cunningham, Esq., M. D., Sanitary Commissioner with the Govt. of India, to the Secretary to the Government of India, dated Simla, the 5th May 1873, No. 281.*

"I have the honor to submit, for the information of the Government, in the Department of Agriculture, Revenue and Commerce, copy of a letter\* which I recently addressed to the Military Department, on the subject of quarantine as a preventative against the spread of cholera."

"II.—The remarks in paragraph 5 regarding this and other restrictive measures which were adopted with reference to the general population apply mainly to what was done last year in certain parts of the Punjab, as ascertained during my recent tour. I proposed, as stated in my letter above quoted, to defer the discussion of this sub-

“ject until I should be able to submit my report on the cholera epidemic of 1872, because I shall then submit the facts and reasons for the opinions which I have formed; and also because, as it is to be hoped that cholera will not be epidemic this year, no occasion might immediately arise rendering it necessary to come to some decided conclusion on the subject. But as the matter is of very great importance, it is perhaps desirable that it should be at once brought to notice, for while the evils which attend the system are incalculable, there is ample evidence to shew that no benefit has been or can be derived from it.”

“III.—At the same time I may mention that the subject has, I know, engaged the attention of the Punjab Government, and that the Sanitary Commissioner of that province, Dr. DeRenzy, while differing from me in points of theory, is as strongly convinced as I am that quarantine is practically useless, and that it ought to be prohibited.”

*From J. M. Cunningham, Esq., M. D., Sanitary Commissioner with the Govt. of India, to the Offg. Deputy Secretary to the Government of India, Military Department, dated Simla, the 28th April 1873, No. 249.*

“In returning the enclosures of your No. 37, Sanitary—Epidemic, dated the 22nd instant, I have the honor to state that the events of 1872, coupled with the experience of previous years, have satisfied me that the establishment of quarantine arrangements is not calculated in any way to protect military cantonments from cholera.”

“II.—In considering this matter it is not necessary to enter into any discussion of the question whether cholera is spread by human intercourse, or is not. We have simply to do with the practical point. Can sanitary cordons shut out cholera from cantonments;—and the history of the past year emphatically shews that they cannot. In many stations such protective measures were attempted in 1872, and I know of no instance in which there is reason to believe that they were productive of the smallest benefit either by preventing the access of cholera, by delaying its appearance, or by moderating its force once it had entered.”

“III.—In several cases credit has been taken for the quarantine arrangements, and a belief has been expressed that the station concerned owed its immunity or comparative escape to them; but as I shall

## Public Health.

"shew in my report on the cholera of 1872, not one of them will bear investigation. With reference to Roorkee, the particulars of which are given in the enclosures now returned, it is sufficient to observe that, with all the care taken to exclude cholera, the station never suffered in any former year so severely from the disease."

"IV.—And while the benefits to be derived, from quarantine are, to say the least, very doubtful, and, indeed, I believe that they may be set down as absolutely *nil*, the evils which attend the system are certainly very serious. The troops are exposed on sentry and picquet duty just at the very time that such exposure is calculated to prove most hurtful, and a door is opened to all manner of extortion and oppression."

"V.—I am speaking now only of quarantine as applied to cantonments, but the evils which attend it are immeasurably increased when it is applied to the population of the country generally. The stoppage of travellers, the herding together of large bodies of people in quarantine camps, the attempted isolation of infected villages, and the forcible removal of the sick to a cholera hospital, which were practised last year in the Punjab, created very great and very natural dissatisfaction among the people, while there is not a single fact to show that they influenced the spread of the epidemic in the smallest degree."

"VI.—Into all these matters I shall enter in my general report, which I hope to be able to prepare very shortly; but as the result of all my enquiries I cannot express my opinion too strongly that quarantine, in India, at least, is altogether powerless to check cholera; that the system is most objectionable; and that it ought to be strictly prohibited."

"VII.—In the "rules regarding the measures to be adopted on the outbreak of cholera," there is nothing said of quarantine or sanitary cordons. Rule 7 directs that "communication with the infected locality should, as far as possible, be prevented." And again, "No. 8 prescribes that native soldiers rejoining from leave or otherwise returning from a part of the country in which cholera was prevailing at the time of their residing in it or passing through it should not be allowed to rejoin their regiments until it has been shewn that they are free from the disease." The first of these rules was framed to prevent soldiers from going to a city or bazar in which cholera was prevailing, partly to meet the opinion of those who believe in the contagiousness



“ of the disease, and whose views in this instance can be met without  
 “ any difficulty, but chiefly to avoid the infected *locality*, for there can  
 “ be no doubt that persons visiting a place where cholera is about and  
 “ thereby becoming subject to the same influences which are affecting  
 “ the residents of that locality are very liable to be attacked by the  
 “ disease. The isolation of returning sepoys can also be easily effected  
 “ without any risk of oppression, while their retention in a separate  
 “ place may prevent alarm and so do good. The subsequent history of  
 “ the men, moreover, may afford valuable data.”

555. A Sanitary Commissioner has been appointed. This officer's duty will be to advise with the Chief Commissioner on all matters affecting the public health, to receive and collate all reports and information on the subject to be laid before the Chief Commissioner, and to inspect the health arrangements throughout the province during his tours, when he will advise with the local authorities, and report anything calling for particular attention for the information of the Chief Commissioner.

556. The Sanitary Commissioner will correspond with the Chief Commissioner through the Secretary, and such orders as he may wish to have issued on the subject of public health will be submitted for the Chief Commissioner's sanction, and will be issued when sanctioned in the name of the Chief Commissioner. At the same time, though this is to be the official channel, the Chief Commissioner desires that the Sanitary Commissioner will freely advise with him personally on matters connected with the public health, both in Lucknow and in camp.

557. The civil surgeon is *ex-officio* health officer. He is not an executive officer, but an inspecting and reporting one. It is his duty to look carefully after the public health of the station to which he belongs, and to recommend to the Deputy Commissioner anything which he thinks may be of advantage. He will make a tour in the cold weather through the district, taking a portion of the district at a time, so as not to be long away from head quarters, when he will inspect the conservancy arrangements and branch dispensaries. He is the official adviser of the Deputy Commissioner on the public health.

558. The health officer will submit an annual report to the Deputy Commissioner. It will contain an account of any epidemic disease which may have been raging throughout the year, and will notice the locality and circumstances attending any disease which may be endemic

**Public Health.**

in the district. He will give a full report on the measures for the prevention of venereal disease, reporting on the working of the rules, and pointing out omissions. It will treat most fully of all conservancy measures that may be in use, in the public establishments, sadr stations, towns, whether under municipalities or not, and villages. It should show both the mode adopted and the means at the disposal of the authorities in some detail, and should treat of the spirit in which the people view these efforts for promoting health and cleanliness, and what are the arrangements adopted by them and by the authorities for cleaning private premises. It should also remark on the filling up of holes, demolishing ruins, drainage, water supply, and other cognate subjects.

Circular 78 of 1871.

559. Each Sanitary Report should consist of six distinct sections, and under each of them the various points now to be detailed should receive prominent notice.

I.—*The Vital Statistics of the District.*—The annual statements should be according to the standard, from which no deviation whatever should be made. If the population to whom registration has been extended does not embrace the whole population of the district, the fact should be mentioned in a foot note, and any discrepancy in the numbers, as compared with those of the year previous, should be explained.

The figures should be punctuated by millions and not by lakhs.

Any statistics regarding births and marriages should be shown in separate statements from the mortuary tables.

Any measures for improving the registrations which have been adopted during the year should be noted, and how far any improvement has been effected.

II.—*History of the Chief Diseases during the Year:—*

- (a.) Cholera.
- (b.) Small-pox.
- (c.) Fevers.
- (d.) Bowel complaints.
- (e.) Injuries.

With regard to each of them, the facts should first be recorded, and then the opinions, if any, which have been based on them.

III.—*The Meteorology of the Year.*—The main features of the year should be shortly noted, and any connection which they appear to have

had with its sanitary history discussed. The monthly rain-fall and temperature, in particular, should be compared with the monthly statistics of disease in each district, from which such data can be procured. The daily rain-fall and daily register of other meteorological phenomena in connection with the prevalence of epidemics are of much importance.

IV.—*The Food Supply of the People*, as affected by the out-turn of the crops, the rate of wages, and the prices of grains; and such information should, as far as possible, be given for separate districts, in relation to the comparative mortality.

V.—*A record of Personal Proceedings*.—This should include a note of the various places visited during the year, although the special reports on each need not always be printed.

The dates of such inspections should always be given for future reference.

Those tracts of country should generally be selected for inspection which have suffered from any unusual sickness in the preceding season, and an attempt should be made to investigate its causes on the spot.

Under this head, also, mention may be made of any special reports which have been submitted during the year.

VI.—*Sanitary Progress*.—This should be a record of any progress that has been made in the year, not only as regards the projection or execution of any great engineering works, but also, as it concerns reforms of a minor nature—any means taken to instruct the people in their value, and any sign that advance has been made in this direction.

560. The Commissioner will submit a report upon the public health of his division for the year, and forward with it to the Sanitary Commissioner those of his Deputy Commissioners.

561. The Sanitary Commissioner will furnish an annual report to the Secretary for the Chief Commissioner's information by the 15th of April for the calendar year. It will contain a *résumé* of the whole district arrangements for the public health, and his own views on the several questions raised.

562. The Sanitary Commissioner will submit a monthly abstract of correspondence for the information of the Chief Commissioner.

**Public Health.**  
Circular 76 of 1869.

563. Civil Surgeons in their Annual Reports on public health will notice the prevalence or otherwise of goitre in their districts, and express their opinion regarding its origin and relation to ague and disease of the spleen.

*563a C. 19 of 1871 - 563 B. C. 35 of 76*

**Public Works.**

564. The following instructions are issued regarding Public Works :—

Res. No. 3219 by Chief  
Commissioner in the P. W.  
D., 18th March 1872.

(1.) The transfer of the Military Public Works, to the control of the Inspector General of Military Works, necessitates the complete separation of this class of works from the other Public Works in the Province, and, consequently, the establishments employed on such works from the other Public Works Establishments. The whole of the Military Works in this province have accordingly been constituted into two Imperial Divisions, as follows :—

I.—Lucknow Division :—

Comprising the Military Works in the Lucknow Cantonments,  
Military Prison and Muchee Bhawan Fort.

II.—Fyzabad Division :—

Comprising the Military Works in the Cantonments of Fyzabad and Sitapur,

\* \* \* \* \*

(2.) In dealing with Public Works Establishments and in re-organizing the Public Works charges for the supervision of Provincial Works, the Chief Commissioner has had under consideration a scheme initiated by the Government of the North-Western Provinces, which has received the entire approval of the Government of India, by whom it has been commended for the consideration of this Administration. This has for its objects the amalgamation of the Local and Provincial services and the placing of works carried out from Local Funds under the same system of professional control and financial check as that which regulates the other Public Works, directly under the control of the Public Works Department.

(3.) The advantages of this change are stated to be,—the relief of local officers from duties they have neither the time nor ability to perform; more satisfactory results as to the works undertaken, from the better supervision to be expected from a professionally trained and duly organized agency; greater efficiency in the proper control of expenditure

by adopting one uniform system of charging expenditure and rendering account; and a vast increase of administrative efficiency resulting from the combination of two services and their respective establishments, which although dealing with but one branch of the public administration, have hitherto been maintained separately. It is further shewn that the advantages of the present system, by which local experience is secured in the selection of works best fitted to improve the country, and local influence, in carrying them out, can be readily combined with the scheme for amalgamating the two services.

(4.) The Chief Commissioner having regard to all these considerations has been pleased, after due deliberation, to resolve to carry out this change in the Local Funds and the Public Works Departments in Oudh, and with this view communicates the following orders which will have effect from the 1st April next. In doing so, he desires to record his appreciation of the exertions hitherto rendered by the Civil Officers in devising and carrying out works of public utility in the province, and he hopes that in giving effect to these arrangements which have for their object the better progress of such works, they will continue to afford that support and co-operation which are necessary for the success of the scheme.

(5.) All Local Fund Public Works in this province will, under these orders, be amalgamated with the Provincial works. They will be controlled by four Executive Engineers whose Divisions will correspond with the four Revenue Divisions presided over by the Commissioners, and whose Head-Quarters will be with the Commissioners. Each Division will comprise three Sub-Divisions which will correspond separately with the three districts under each Revenue Division, and each Sub-Division will be controlled by a Sub-Divisional Officer of experience.

(6.) The following is the detail of Divisions and Sub-Divisions:—

I.—LUCKNOW:—

- (a) Lucknow.
- (b) Unao.
- (c) Bara Banki.

II.—SITAPUR:—

- (a) Sitapur.
- (b) Hardoi.
- (c) Kheri.

III.—FYZABAD:—

- (a) Fyzabad.
- (b) Bahraich.
- (c) Gonda.

IV.—RAE BAREILY:—

- (a) Rae Bareilly.
- (b) Sultanpur.
- (c) Partabgarh.

**Public Works.**

(7.) The Divisional Executive Engineer will work in immediate concert with the Commissioner of the Division, and, in effect, as his Secretary in respect of the initiation of Public Works, and distribution of local resources. Professionally, he will be in immediate subordination to the Chief Engineer of the Public Works Department, in respect of the execution of works and the rendering of accounts.

(8.) The Sub-Divisional Officer will, in like manner, work in communication with the Deputy Commissioner of the District, in respect of the first named class of duties, and in subordination to the Divisional Executive Engineer in respect of the second. All Provincial and Local Fund works will be executed by this agency. By this means the interest and co-operation of the Civil authorities will be secured for those ends in respect to which they are qualified to render effective aid.

(9.) As an exception to the rule mentioned in the foregoing paragraph, works and repairs of minor importance, requiring no professional supervision in execution, may be entrusted, at the discretion of the Chief Commissioner, to District Officers to be carried out by Tahsildárs or other responsible agency.

(10.) The present orders do not contemplate including the works executed by Municipalities in this scheme. These works will remain as at present under the orders of the Municipal Committees, but if they should desire that their works shall also be transferred to the control of Public Works Officers, and their Establishments incorporated in the general scheme on the conditions prescribed for Local Fund Works, the Chief Commissioner will hereafter be prepared to entertain their request.

(11.) Under the present-system, whenever Municipal Committees desire that any of their works be executed by Public Works Officers, the Chief Commissioner will, if it be found convenient, sanction the arrangement upon the condition that a contribution equivalent to 20 per cent. on the outlay is made from Municipal Funds, for the aid thus afforded.

(12.) The Chief Commissioner has accepted the charge of those Imperial Civil Buildings which are comprised under the designation of "Other Services" and appertain to the Postal, Opium, and Telegraph Departments. These buildings will be supervised and maintained by the Provincial Establishments,—the Government of India making a

rateable contribution under this head from Imperial Funds, for the work thus performed.

(13.) All public buildings in the several Districts will be under the charge of the Executive and Sub-Divisional Officers ; and the Divisional Executive Engineer will, under the rules of the Public Works Code, keep up the list of such buildings within his Division and provide for their repair and maintenance.

(14.) The Budget of each Local Committee will be prepared by the Sub-Divisional Officer of the District and submitted by him to Deputy Commissioner, for transmission after countersignature, to the Commissioner. The Divisional Executive Engineer will, in concert with the Commissioner, compile the several District Budgets and submit a Divisional Budget for the entire Commissionership to the Secretary of this Administration in the Public Works Department. On sanction being accorded to the Budget, the works will be carried out and accounted for under regular departmental rules. Any projects considered necessary by the Commissioner or Local Committee will in like manner be prepared by the Divisional or Sub-Divisional Officer, and submitted through the proper channel for the orders of the Chief Commissioner.

(15.) No expenditure of any kind whatever on Public Works will be incurred except on Letters of Credit obtained through the Controller by the Executive Engineers, and they will supply Sub-Divisional Officers with requisite funds, who will carry out the expenditure in their Sub-Divisions on the Imprest system. Where any work is carried out through the Tahsildár or other Local Agency (*vide* para. 9:) it must be accounted for to the Sub-Divisional Officer of the District, by a bill countersigned by the Deputy Commissioner. The Public Works District Officer will accept any such Bill provided there is provision in the Budget for the work, and in the case of a work other than repairs, costing over Rs. 50, if there is a sanctioned estimate. When accepted, the Bill must be paid in cash and incorporated in his cash book.

(16.) The main book to be kept up by the Sub-Divisional Officers is the cash book, which should be in duplicate, the counterfoil being retained by him and the original sent with the vouchers weekly, or as frequently as a re-coupment is desired, to the Executive Engineer for compilation at the head-office ; all vouchers should be in duplicate, one for the head-office, the other for record in the Sub-Divisional office. It

**Public Works.**

is particularly desired that the District Public Works Officers should not be over burdened with accounts, and that those which are adopted should be as simple as is consistent with the rules of the department.

(17.) No stock of any kind should be allowed where it can be avoided, either at the Head-Quarters of a Division, or of a Sub-Division; materials should be purchased as far as possible when required and paid for on delivery at site, and the cost included in the estimate for the particular work for which they have been procured.

(18.) On the subject of accounts, the Controller of Public Works Accounts will issue such subsidiary orders within the general rules herein laid down, as may be necessary for the working of the system to be adopted. He will supply Sub-Divisional Officers with the necessary forms and these officers will be bound to provide themselves with a copy of the Public Works Code, Standing Orders and Book of Forms.

(19.) The principle here adopted has been that the account of income from Local Funds shall be presented in the General Department through the Accountant General, while the account of Public Works expenditure on grants made by the General Department of the Local Administration shall be made to the Controller of Public Works Accounts. The establishment required for the purpose of accounting for the income arising from Local Funds will therefore be entirely separate from the establishment necessary for dealing with the expenditure; the former remaining in the hands of the District Civil authorities subject to the orders of the Chief Commissioner, through the Accountant General; the latter being transferred to the District Public Works Officer to be rendered in the forms prescribed by the Public Works Code, to the Executive Engineer of the Division, who will compile them in the usual way and render them to the Controller of Public Works Accounts.

(20.) With regard to maintenance of Ferries, the charge will be made against the receipts and will remain as now under the orders of the Accountant General. Charges however for rent, &c., which have been considered as Public Works Revenue, will for the present be accounted for to the Controller as Public Works Revenue as heretofore.

Res. No. 20508 by Chief  
Commissioner in the P. W.  
D., 16th July 1873.

565. Under the Resolution of the Chief Commissioner No. 3219 dated 18th March 1872, the execution of all Local Fund Public Works was made over to the Public Works Department; The Officiating Chief Commissioner readily admits that during the first year of this new



arrangement there were many difficulties to be encountered; the instructions were issued only a few days before the commencement of the official year and officers had little time in which to acquaint themselves with the new procedure; and the office of the Chief Engineer twice changed hands within a few months of the inauguration of the system, still the Officiating Chief Commissioner must confess that the results of the Resolution have not been so satisfactory as he anticipated.

(2.) It was to be expected that experience would show that instructions involving so radical a change of system would require some modification, and a meeting of several officers was recently convened to discuss the matter. The proceedings of this conference have had the Officiating Chief Commissioner's full consideration, and I am now directed to make the following observations:—

(3.) It is essential that there be no delay in the execution of the many local works which used formerly to be done by District Officers. In a professional point of view these works are often of an unimportant nature, but it may well be that the proper repair of the district roads at a cost of a few hundred Rupees is a matter that concerns the welfare of the people more than the construction of a bridge which may cost a lakh. These are matters beyond the province of the Engineer, and it must rest with the Civil Officers to determine the relative importance of each work and the order in which they should be undertaken, if circumstances prevent their being taken in hand together.

(4.) It must moreover be borne in mind that there is some degree of uncertainty about Local Fund allotments, they are not made from cash actually in the Treasury but from estimated receipts. It follows that if the income falls short of the estimated receipts the expenditure must be proportionately reduced. The income is collected by the Civil Officers while the Engineers have no means of knowing what money is available, and it must therefore rest with the former officers to stop or postpone works if the necessity arises. But to keep the Civil Officer acquainted with the state of the District Fund he must know the expenditure as well as the income, and to ensure this, the District Engineer will in future submit a Monthly Progress Report to the Deputy Commissioner in the form attached.

(5.) The principle by which the Officiating Chief Commissioner has been, and is, guided is this, that the initiation of works and general con-

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trol of the Local Funds shall rest with the District Officer while the actual execution of the works shall, for the most part, be entrusted to the professional Engineer.

(6.) It is important that a District Officer should have the full value of the Engineer's advice, and under present rules it may be doubted whether this is obtained.

(7.) In Imperial works it was seldom necessary for an Executive Engineer to be in camp; but to enable a District Engineer to make himself acquainted with the roads under his charge, to offer an opinion regarding any work or proposed work at a distance from the Sudder, and properly to supervise his subordinates, it is essential that he should march over the district and frequently visit outlying works. With this end in view camp equipage will be allowed to each District Engineer.

(8.) Para. 10 of the Resolution of the 18th March 1872 requires some modification, but District Officers are reminded that they have no longer the Local Public Works staff which they formerly had, and also that the subordinate staff of the Engineer has this year been strengthened. In determining what works they will undertake District Officers will bear this in mind and will also consider what their available agency is. Some works near a tahsíl may well rest with them, while it may be advisable to entrust similar works at a distance from any tahsíl to the Engineer.

(9.) Some misunderstanding is believed to have arisen from the expressions used in the Resolution of 18th March 1872, when the District Engineer is said to be "the Secretary" to "and to act in concert with" the Deputy Commissioner, and it is therefore desirable to lay down the relative positions of these officers more precisely.

After these preliminary remarks the Officiating Chief Commissioner is pleased to lay down the following rules:—

I.—The District Engineer will be the professional adviser of the Deputy Commissioner on all contemplated works.

II.—The Deputy Commissioner may direct the District Engineer to visit any part of his district for any purposes whatever connected with Public Works, and he is also authorized to call on him for estimates and drawings for district works. In the event of the District Engineer being unable to comply, the Deputy Commissioner, if he thinks there are no

sufficient grounds for the objections, will report the matter for the orders of the Commissioner,

III.—The District Engineer will forward Monthly Progress Reports to the Deputy Commissioner in accompanying form.

IV.—In the execution of district works the District Engineer will be subordinate to and subject to the professional supervision of the Divisional and Chief Engineer under the rules of the Public Works Code ; but he will be guided by the instructions of the Deputy Commissioner in respect to the time and mode of carrying on his work in every thing except professional details. The Divisional Engineer's professional approval to an estimate up to Rs. 1,000 will be sufficient to allow the work to go on ; and similarly the approval of a District Engineer up to Rs. 500 will be sufficient to allow the work to be taken in hand, but in both cases a report shall forthwith be made stating all general details to their professional superiors.

V.—The Deputy Commissioner shall, in communication with the District Engineer, determine what works shall be executed by Agency other than that of Department Public Works, provided that except under special circumstances, every work likely to cost more than Rs. 1,000 shall be entrusted to that Department.

VI.—To enable the Deputy Commissioner to carry on works undertaken or sanctioned by him, without unnecessary delay, he will receive a permanent advance or imprest of Rs. 1,000.

VII.—The Deputy Commissioner may if he likes submit a bill for all work he does out of his Rs. 1,000 imprest, or he may simply despatch monthly an exact copy of his 'imprest cash book' to the District Engineer through whom he received the credit, and that officer will embody the same in his books as is done in the case of all 'imprest holders.' The District Engineer will there also at once re-coup the Deputy Commissioner to the extent of Rs. 1,000 or such sum less than Rs. 1,000 which he may require.

VIII.—In the case of works carried out from District Funds the (Local Funds and Local Cess Funds.) Commissioner shall have power to sanction up to Rs. 1,000, and the Deputy Commissioner as Chairman of the Local Committee, up to Rs. 500 from Reserve, if funds are available under that head.

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IX.—If funds are not available under Reserve, the Deputy Commissioner may, if the sum required does not exceed Rs. 200, transfer the amount from any other work in the Budget of the district; if the sum required exceeds Rs. 200 the sanction of the Commissioner will be necessary; and if the amount required exceeds Rs. 1,000 the matter shall be reported for the orders of the Chief Commissioner in the Department Public Works, provided that no transfer of more than Rs. 500 from another work be made without the consent of the Local Committee: all transfers must be reported to the Chief Engineer for communication to the Controller.

**Railways.**  
 Circular 84 of 1863.

566. The following instructions regarding damage to lands from railway works are published for information and guidance:—

*Copy of Circular Order No. 25, from the Officiating Secretary, Sadr Board of Revenue, N. W. Provinces, dated Allahabad, the 2nd October 1863, forwarded for information and guidance.*

“A question having arisen whether Government or the Railway Company are responsible for damages caused to lands in the neighbourhood of the line by the railway works, such for instance as injury to crops from the stoppage of drainage by an embankment, the Government have obtained the opinion of the Officiating Advocate General, that in such cases the Railway Company are in the same position as any other Company as regards their liability to the public.”

“The district officers of Government should nevertheless in such cases be prepared to give their best assistance to the Railway Company in assessing the damages and in satisfying the parties injured.”

**Records—English and  
Judicial.**  
 Circular 76 of 1870.

567. The Vernacular and English records of criminal cases in the Deputy Commissioner's office will be kept in annual bundles under the classes and headings given in statement B attached. At the end of the year, the cases under each heading will be arranged alphabetically, according to the name of the defendant or defendants, the name of defendant's father also being given. On the outside of each bundle will be written in English and Urdú, the class and the number of the heading to which it belongs.

II.—Vernacular and English records of civil cases will be kept under the headings given in statement C attached. Annual bundles will be made up, and the cases in each bundle will be arranged at the close of the

year alphabetically, according to the name of the plaintiff or first plaintiff. The heading and the number to which the bundle belongs will be written upon it in English and Urdú.

Records—English and  
Judicial.

III.—The moháfiz-daftar of the judicial department will keep a register in the form given in statement D attached. Each village will have one page or more if necessary, and the villages will be arranged in the book; first *parganawár*, second alphabetically. The village shall be held to mean the village of defendant or defendants, but if the defendant does not belong to the district or the defendants belong to more than one village then the village in which the cause of action arose. The names of all defendants will invariably be entered. Every criminal and civil case filed in the record room will be entered in this register.

IV.—To carry out this system in the Judicial Commissioner's office, it will be necessary to arrange the records of cases according to statements B and C. The Commissioners will keep their records exactly as this is done in the district offices. They will require separate bundles for each mauzah, arranged parganawár, and bundles for each class and number in statement B, and for each number in statement C.

V.—In the English offices all correspondence will be divided into:—

*First.*—Correspondence on cases, the records of which are kept by the moháfiz-daftar, but not including papers belonging to cases of the revenue department included under the head "kuliát."

*Second.*—General correspondence, including kuliát cases as above.

The correspondence on cases will be kept with the Vernacular records of the cases, each in its proper department, so that the proceedings in any case will comprise every paper, whether English or Vernacular, connected with the case. English correspondence regarding subjects in the kuliát branch of the revenue department will be kept in the English office. The list in statement E attached, contains headings corresponding to those of the kuliát division of statement A.

VI.—The general correspondence will be kept under headings according to the list in statement E attached.

VII.—The following rules are to be strictly observed. They are essentially necessary to this system of record:—

Records—English and  
Judicial.

*First.*—No reference shall treat of more than one subject.

*Second.*—The issues from each office shall be numbered in one continuous series, whatever may be the subject, and to whomsoever they may be addressed.

*Third.*—All correspondence, not upon cases as described in Rule VI, must be arranged according to the list of subjects laid down in statement E.

*Fourth.*—The subject under which any letter is classed according to statement E is always to be written on the face of the docket; and all offices taking part in the correspondence are to follow the subject given in the office which started it.

VIII.—The first of these rules is an order of the Government of India, and it is essential to proper record keeping. The second is equally necessary, but it is often departed from. Some offices have four series of numbers for General, Revenue, Judicial and Public Works. Others have one for the Commissioner, one for Miscellaneous, and one for the Munsarim. All this is fatal to the proper record of the correspondence of an office in any other office. One uniform series for all issues is essential, but a second number may and should be used for circulars, and this should be placed over the first number. If a book circular number be thought necessary, it should be given in addition to the other two. Only one date should be put on each issue, the date of its despatch. If an officer wishes to check his own office despatch, he should do so by some other means than placing a second date on his letters, for this practice only embarrasses every other office a letter goes into. It is necessary, further, that the number of the papers should not be passed over, that, whatever orders an officer may put on the back of his letters, the answer must be in a separate docket or draft. The necessity of an uniform list for a provincial system of record is evident. The headings given in statement E will, it is believed, suffice for all purposes. An officer need only take up as many headings as may be necessary, but he must preserve the numbers, and the list cannot be altered in any way without the sanction of the Chief Commissioner. Nos. 20, 21 and 22, are intended to apply to the office of the Secretary to the Chief Commissioner only. The cases, technically so called, which come before the Chief Commissioner are so few as to render a separate arrangement for them in that office unnecessary.

IX.—The papers collected under these headings will, in certain cases, refer to the mode of preparing periodical or other papers rather than to the subjects of which those papers treat. Thus, under "Bills," "Budgets," "Reports," "Returns," should be included all the correspondence, circulars, and orders relating to the preparation of periodical papers of this kind, but the papers themselves should be tied up in annual bundles. Casual reports and returns, however, should be filed in the bundle.

Records—English and  
Judicial.

It will also be necessary to file some papers under two headings. Thus, rules for the determination of claims to sub-settlement would be entered under "Sub-settlement" and under "Revenue Law." Rules for supplying troops on the march would be under "Supplies," and "March of Troops." In such case the paper itself will be filed in one bundle, and a copy of the docket will be filed in the other bundle shewing the subject and bundle number of the original paper as well as its own.

Such things as bills and accounts should be distinguished. A docket sending a warrant or summons should be filed in the case to which it belongs with the summons or warrant itself. "Public Health" includes "Conservancy," and papers containing general principles and rules for conservancy should be filed under both these headings. On the other hand, much that comes under the head of "Conservancy" need not be filed under "Public Health," *and vice versa*. So "Local Fund" refers to the funds only, the sources whence they are derived, and the way in which they may be expended but orders for their actual administration will come under the several heads of "Municipal," "Dispensary," "Public Works," "Local," &c. When the record keeper and head clerk are at a loss to classify a paper, they should apply to the head of the office.

X.—All correspondence in English must be registered in the English office, and for this purpose there must be a column in the register showing the heading of each paper. The entry in this column will show the record room and the bundle in which the paper is filed. If, e. g., it is a letter about a revenue case, it must appear in the heading column thus:—

Mauzah Rampoor,  
Parganah Bijnour,  
Zillah Lucknow,

Records- English and Judicial. the zillah being omitted in the district registers. If the letter refer to a criminal case, say of criminal intimidation, it must appear thus :—

Class XVII,  
No. I,  
Rámbakhsh,

shewing that Rámbakhsh is defendant in the case, the number being according to the list in statement B. If it refers to a civil case, it will appear as

Civil,  
No. 11,  
Mohan Lál,  
*Versus*  
Sheoparshád,

indicating that it is a case of defamation according to statement C.

If it should be a reference, not on a case but on a general subject such as "Registration."

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will be sufficient to indicate it as the heading in the list in statement E.

XI.—In all systems of record and registry, the following objects must be kept in view or the system cannot be good :—

*First.*—The record keeper must be able to lay his hand on any given document at once ;

*Secondly.*—He must be able to furnish all the correspondence on any given subject at once ;

*Thirdly.*—He must be able to ascertain whether any reference, either of receipt or issue, has been answered.

*Fourthly.*—He must have the means of knowing where any paper is to be found if it is not in its place in the record room.

XII.—To fulfil these conditions in a Deputy Commissioner's office, registers in the forms given in statement F and G will be sufficient. It will be observed, that in the register of letters received (statement F.) there are columns giving the numbers and dates of letters from each of the offices with which regular correspondence is kept up, and there is a column headed "General" for all other offices. In the register of letters



issued, on the other hand, (statement G), there is only one series of numbers for all letters. The larger offices, if they please, can keep separate registers for letters received from their regular correspondents, and one register for letters from other offices included under the head "General." The Chief Commissioner's office keeps seventeen such registers of letters received, but only one for letters issued. Under the head Government in register F, will be found a column "Department" as also under Chief Commissioner. In the first case it refers to one of the great departments of the Government of India, Foreign, Home, Financial, Legislative, Military, Public Works, and in the latter to the business carried on through the Chief Commissioner's four Secretaries, General, Public Works, Railway, Police.

XIII.—The correspondence, on each separate subject, will be kept together, fastened by a Kydak, on which the subject should be written. These separate bundles will each have a series of bundle numbers of their own, and they will be kept together in annual bundles under their proper heading in list E, and be numbered with its number. A list of subjects will be laid on the top of each bundle in a separate pigeon hole according to the headings in list E. These will assist reference and show what ought to be there.

XIV.—The last columns of the registers of receipts and issues are meant to effect the third object noticed in Rule XII. When no answer is required to a letter, the officers should write upon it "No orders," and the record keeper should enter this in this last column. The blank spaces, therefore, will form a statement of unanswered references, and the head of the office should inspect this column every Monday morning.

XV.—The fourth object will be attained by placing, whenever a separate subject bundle is taken out of the annual bundle under the heading E, a slip in the place of the bundle which has been removed. The slip will be torn up by the record keeper when the bundle is replaced.

XVI.—This system is sufficient for the offices of all Deputy Commissioners and of Commissioners. In the Chief Commissioner's office, the records are kept, not in subject bundles, but in weekly proceedings, but they will be registered under the headings of statement E. This is convenient for the Chief Commissioner's office, and the same plan may be followed in the larger offices if it be found that, under the annual bundle system, the bundles become inconveniently bulky.

Records—English and  
Judicial.

XVII.—Much trouble is entailed in larger offices by endeavouring to make the registers of records also serve as the draft for their monthly abstracts of correspondence. These two objects cannot, under a good system, be attained by a single register. The easiest way to prepare the abstracts is to keep separate registers for them and to fill them up daily.

XVIII.—If it be thought desirable that the Munsarim should have charge of the correspondence on purely judicial subjects, the bundle belonging to those subjects may be kept in his office; but the numbers of the subjects in statement E must be maintained, and all letters must be entered in the general registers in the English office. The Munsarim should then keep separate registers on the same plan for his own particular subjects. References will thus be entered twice, and it is for officers concerned to consider whether the advantages that are gained are worth the additional trouble.

B.

*Classified list of offences &c., according to which cases are to be kept in the Criminal Record Room.*

Number.	Class and Crime.	Section of Penal Code, Chapter of Procedure Code or Act.
CLASS I.		
1	Offences against the State, ... ..	121 to 130
CLASS II.		
1	Offences relating to the Army or Navy, ... ..	131 to 140
CLASS III.		
<i>Offences against Public Tranquillity.</i>		
1	Unlawful assembly and rioting, ... ..	141 to 158
2	Affray, ... ..	159-160
CLASS IV.		
<i>Offences by or relating to a Public Servant.</i>		
1	Public servant taking gratification, ... ..	161 to 165
2	Do. using his position to do injury	
	against the law, ... ..	166-167
3	Do. unlawful trading, ... ..	168-169
4	Personating public servant, ... ..	170-171

Number.	Class and Crime.	Section of Penal Code, Chapter of Procedure Code or Act.
CLASS V.		
<i>Contempts of the lawful authority of Public Servants.</i>		
1	Ordinary contempt of the authority of public servant, ... ..	172 to 188
2	Threatening public servants, ... ..	189-190
CLASS VI.		
<i>False evidence and offences against Public Justice.</i>		
1	Giving or fabricating false evidence.... ..	191 to 195-199
2	Using or issuing false evidence or certificate,...	196 to 198-200
3	Causing disappearance of evidence, ... ..	201-204
4	Intentional omission to give information or giving false information, ... ..	202-203
5	False personation to mislead court of justice,...	205
6	Fraudulent removal or claim to attached property, ... ..	206-207
7	Fraudulently suffering or obtaining a decree,...	208-210
8	False claim of charge, ... ..	209-211
9	Harbouring offender, ... ..	212-216
10	Bribery to obstruct public justice, ... ..	213 to 215
11	Public servant using his position to obstruct justice, ... ..	217 to 219
12	Do. do. to oppress by form of law, ...	220
13	Intentional omission by public servant to apprehend, ... ..	221-222
14	Negligent suffering of escape by public servant,	223
15	Resistance to apprehension, ... ..	224-225
16	Unlawful return from transportation, ... ..	226
17	Violation of condition of remission of punishment,	227
18	Intentional insult to public servant on judicial duty, ... ..	228
19	Personation of juror or assessor, ... ..	229
CLASS VII.		
<i>Offences relating to Coin and Stamps.</i>		
1	Counterfeiting coin, ... ..	230 to 236
2	Trading in counterfeit coin, ... ..	237 to 243 and 250 to 254
3	Diminishing or altering coin, ... ..	244-246 to 249
4	Taking from the mint any coining instrument,	245
5	Counterfeiting stamp, ... ..	255 to 257
6	Trading in or using counterfeit stamps, ... ..	258 to 263
CLASS VIII.		
1	Offences relating to weights and measures, ...	264 to 267
CLASS IX.		
1	Offences relating to health, safety, convenience, decency and morals,... ..	268 to 294

Number.	Class and Crime.	Section of Penal Code, Chapter of Procedure Code or Act.
	CLASS X.	
1	Offences relating to religion, ... ..	295 to 298
	CLASS XI.	
	<i>Offences relating to the Human Body.</i>	
1	Culpable homicide and attempt, ... ..	299-301-304-308
2	Murder and attempt, ... ..	300-302-303-307
3	Attempt or abetment of suicide, ... ..	305-306-309
4	Being a thug, ... ..	310-311
5	Causing miscarriage, ... ..	312 to 316
6	Exposure of infant or concealment of birth, ...	317-318
7	Hurt, ... ..	319-321-323-324-328-334-337
8	Hurt to extort or constrain, ... ..	327-330-332
9	Grievous hurt, ... ..	320-322-325-326-335-338
10	Grievous hurt to extort or constrain, ... ..	329-331-333
11	Negligent act endangering human life, ... ..	336
12	Wrongful restraint, ... ..	339-341
13	Do. confinement, ... ..	340-342 to 346
14	Do. do. to extort, ... ..	347-348
15	Criminal force and assault, ... ..	349 to 358
16	Kidnapping and abduction, ... ..	359 to 369
17	Dealing in slaves, ... ..	370-371
18	Dealing in minors for prostitution, ... ..	372-373
19	Unlawfully compelling labour, ... ..	374
20	Rape, ... ..	375-376
21	Unnatural offences, ... ..	377
	CLASS XII.	
	<i>Offences against Property.</i>	
1	Theft, ... ..	378 to 382
2	Theft of cattle, ... ..	378 to 382
3	Extortion, ... ..	383 to 389
4	Robbery and attempt, ... ..	390-392-393-394-397-398
5	Dacoity, attempt, and making preparation for, ...	391-395 to 399-402
6	Belonging to a gang of dacoits, ... ..	400
7	Do. do. wandering thieves, ... ..	401
8	Criminal misappropriation of property, ... ..	403-404
9	Do. breach of trust, ... ..	405 to 409
10	Receiving and assisting in the concealment of stolen property, ... ..	410 to 414
11	Cheating, ... ..	415 to 420
12	Fraudulent concealment of property, ... ..	421 to 424
13	Mischief ordinary, ... ..	425 to 428 & 434
14	Serious mischief, ... ..	429 to 433 & 437-439-440
15	Serious mischief by fire, ... ..	435-436-438
16	Criminal-trespass and house-trespass, ... ..	441-442-447-448
17	Lurking house-trespass or house-breaking, ...	443 to 446-453-456
18	House-breaking or house-trespass, simple or lurking, in order to commit theft, ... ..	451-454-457
19	Do. do. in order to commit an offence other than theft, ... ..	449 to 451-454-457
20	Do. do. with hurt or with pre- paration or attempt at hurt, ... ..	452-455-458 to 460
21	Breaking open a closed receptacle, ... ..	461-462

Number.	Class and Crime.	Section of Penal Code, Chapter of Province Code or Act.
<b>CLASS XIII.</b>		
<i>Offences relating to documents and to trade or property marks.</i>		
1	Forgery, ... ..	463 to 470-472-475 to 477
2	Fraudulently using or possessing forged docu- ment, ... ..	471-474
3	Counterfeiting or issuing counterfeit trade marks,	487 to 489
<b>CLASS XIV.</b>		
1	Criminal breach of contract, ... ..	490 to 492
<b>CLASS XV.</b>		
<i>Offences relating to Marriage.</i>		
1	Fraudulent and unlawful marriages, ... ..	493 to 496
2	Adultery, ... ..	497
3	Enticing married woman with criminal intent,	498
<b>CLASS XVI.</b>		
1	Defamation, ... ..	499 to 502
<b>CLASS XVII.</b>		
1	Criminal intimidation, insult or annoyance, ...	503 to 510
<b>CLASS XVIII.</b>		
<i>Proceedings under Criminal Procedure Code.</i>		
1	Contempts and disobedience of orders, ... ..	C. P. Code, Chap. 10
2	Recognizance and security to keep the peace,...	" " 18
3	Security for good behaviour, ... ..	" " 19
4	Local nuisances ... ..	" " 20
5	Maintenance of wives and children, ... ..	" " 21
6	Disputes for possession of land or water, ... ..	" " 23
7	Failure to attend as juror or assessor, ... ..	" " 22
<b>CLASS XIX.</b>		
<i>Breaches of Laws other than those of the Penal or Criminal Procedure Code.</i>		
Breach of Laws relating to		
1	Arms, ... ..	XXXI of 1860 & VI of 1866.
2	Canals, ... ..	
3	Cantonments, ... ..	XXII of 1864.
4	Cattle trespass, ... ..	III of 1857.

Records—English and  
Judicial.

## B.—(Continued.)

Number.	Class and Crime.	Section of Penal Code, Chapter of Procedure Code or Act.
CLASS XIX.—(Continued.)		
5	Customs, ... ..	VI of 1863.
6	Electric Telegraph, ... ..	VIII of 1860.
7	Emigration, ... ..	XXIV of 1852.
8	Excise on spirits and drugs, ... ..	XXI of 1856 & XXIII of 1860.
9	European Vagrants, ... ..	XXI of 1869.
10	Female Infanticide, ... ..	VIII of 1870.
11	Ferries, ... ..	Regulation VI of 1819.
12	Foreigners, ... ..	III of 1864.
13	Forests, ... ..	VII of 1865.
14	Gaming and lotteries, ... ..	V of 1844, XXI of 1848, XXI of 1857, Sections, 10 to 15, and Sections 13, 17 and 18, Act III of 1867.
15	Income Tax, ... ..	XVI of 1870.
16	Jails, ... ..	Regulation XIV of 1816, III of 1826 & Act XVII of 1860.
17	License Tax, ... ..	IX of 1868.
18	Lunatics, ... ..	XXXVI of 1858.
19	Mint, ... ..	XIII of 1862.
20	Municipalities, ... ..	XVIII of 1864 & XXII of 1865, & XV of 1867.
21	Nuisances, ... ..	Secs. 32 & 34, Act V of 1861.
22	Obligations of Landlords, ... ..	Regulation XXII of 1793, VI of 1810, III of 1812, VIII of 1814, Section 10 Regulation XX of 1817, Section 2, Regulation VI of 1825.
23	Opium, ... ..	XXI of 1856, XIII of 1857.
24	Paper Currency, ... ..	XIX of 1861.
25	Police, ... ..	Regulation XX of 1817 & Act V of 1861.
26	Post Office, ... ..	XIV of 1866.
27	Press, ... ..	XXV of 1867.
28	Railways, ... ..	XVIII of 1854 and XIII of 1870.
29	Salt and Saltpetre, ... ..	XIV of 1843, XXXVI of 1855, XXXI of 1861, XIX of 1862, & XXXIII of 1867.
30	Stage Coaches, ... ..	XVI of 1861.
31	Stamp, ... ..	XVIII of 1869.
32	Tolls, ... ..	XV of 1864.
33	Watchmen, ... ..	II of 1865.
34	Weights and measures, ... ..	XI of 1870.
CLASS XX.		
1	Proceedings relating to cases in other districts,	
2	Miscellaneous, ... ..	

All cases of abatement or attempt, under Chapters 5 or 23 of the Penal Code, are to be kept with the Crimes abetted or attempted.

## C.

Records—English and  
Judicial.

*Classification of Civil Suits, &c., showing the headings under which  
they are to be kept in the Record Room.*

No.	Description of class.
SUITS FOR MONEY.	
1	On written obligation.
2	On account stated.
3	Money paid and received.
4	Goods sold.
5	Breach of contract not mentioned above.
6	Rent not falling under the rent law.
7	Moveable property or value thereof.
8	Damages.
OTHER SUITS.	
9	Suits for immoveable property.
10	„ for specific performance of contract.
11	„ to declare and establish personal right for real property including pre-emption.
12	„ to declare and establish personal rights.
13	„ for an account.
14	„ relating to religious endowments.
15	„ to set aside judgment contract or obligations on the ground of fraud.
16	„ for dissolution of marriage.
17	„ for enforcement of matrimonial rights.
18	„ for partition.
19	„ relating to shipping.
20	„ relating to religion and caste.
MISCELLANEOUS CIVIL APPLICATIONS.	
21	Claims preferred, sections 226, 230, 246 and 268, Act VIII, 1859.
22	Application to sue as pauper.
23	„ to administer estate of deceased and incapable persons.
24	Cases instituted under section 326, Act VIII, 1859.
25	„ „ „ 327, Act VIII, 1859.
26	Application to issue notice to foreclose or redeem mortgage.
27	Other applications.
SUITS UNDER THE RENT LAW.	
28	Arrears of rent with or without ejectment or cancelment of lease.
29	Enhancement or abatement of rent.
30	Relating to distraint.
31	Damages for extortion, or withholding receipt, or on account of illegal distraint or other cause.
32	For Pattás or Qabúliats.
33	For ejectment or recovery of possession.
34	For recovery of money or accounts from Agents.
35	All other suits under the rent law not included above.
MISCELLANEOUS RENT APPLICATIONS.	
36	Application for compensation, section 25, Rent Act.
37	„ for distraint, sections 55, 57, 71 and 81, Rent Act.
38	Applications, under sections 15, 21, 22, 30 and 102, Rent Act.
39	Other applications such as applications for re-hearing review of judgment, &c., in the course of rent suits.

Records—English and  
Judicial.

D.

PARGANAH BIJNAUR.

Mauzah Rámpur.

Criminal Cases.			Civil Cases.	
Name of Defendant.	Class.	No.	Name of Plaintiff and Defendant.	No.
Rámbakhsh, ... ..	XVII,	1	Mohan Lál <i>versus</i> Sheoparshád, ...	11

E.

## List of Subjects.

Abkári, ... ..	1	Census, ... ..	22a
Accounts, ... ..	2	Charitable Institutions, ...	23
Acts and Orders, ... ..	3	Chungi and Octroi, ... ..	24
Administration, ... ..	4	Chaukidárs, ... ..	25
Advances, ... ..	5	Clerk of the Court, ... ..	26
Agriculture and Horticulture,	6	Compensation, ... ..	27
Appeals, ... ..	7	Conservancy, ... ..	28
Appointments and Promotions,	8	Coparcenary Communities, ...	29
Arms, ... ..	9	Copies, ... ..	30
Assessors, and Jurors, ... ..	10	Currency, ... ..	31
Attachment, ... ..	11	Dák, District, ... ..	32
Banks, ... ..	11a	Dispensaries and Hospitals, ...	33
Bazárs and Fairs, ... ..	12	Drugs or Maskerát, ... ..	34
Bills, ... ..	13	Ecclesiastical, ... ..	34a
Books, ... ..	14	Education, ... ..	35
Boundaries, ... ..	15	Emigration, ... ..	36
Budgets, ... ..	16	Establishment, ... ..	37
Cattle, ... ..	16a	Encamping grounds, ... ..	38
Canooongoes, ... ..	17	Encumbered Estates, ... ..	38a
Cantonments, ... ..	18	European British Subjects, ...	39
Carriage, ... ..	19	Examinations, ... ..	40
Cases Civil, ... ..	20	Exhibitions, ... ..	41
" Criminal, ... ..	21	Ferries, ... ..	42
Revenue, ... ..	22	Fines, ... ..	43



Forests, ... ..	44	Procedure, Criminal, ...	90
Forms, ... ..	45	"    Revenue, ... ..	91
Furniture, ... ..	46	Public Health, ... ..	92
Gratuity, ... ..	47	Public Works, Imperial, ...	93
Income Tax, ... ..	48	"    "    Local, ..	94
Irrigation, ... ..	49	Pattás and villages papers, ...	95
Jails, ... ..	50	Patwáris, ... ..	96
Justice of the Peace, ...	51	Railways, ... ..	97
Land, ... ..	51a	Rebellion, ... ..	98
Land Revenue, ... ..	52	Records, ... ..	99
Law, Civil, ... ..	53	Refunds and Remission, ...	100
"    Criminal, ... ..	54	Registration, ... ..	101
"    Revenue, ... ..	55	Reports, ... ..	102
Leave of absence, ... ..	56	Returns, Civil, ... ..	103
Limitation, ... ..	57	"    Criminal, ... ..	104
Local funds, ... ..	58	Returns, Revenue, ... ..	105
Local improvements, ...	59	"    General, ... ..	106
Lock Hospitals, ... ..	60	Rewards, ... ..	107
Lunatics, ... ..	61	Sales, ... ..	108
Muafis and Jágirs, ... ..	62	Salt and saltpetre, ... ..	109
Málkhana, ... ..	63	Science, ... ..	110
March of Troops, ... ..	64	Sepoys, ... ..	111
Meteorology, ... ..	65	Settlement, ... ..	112
Military, ... ..	66	Stamps, ... ..	113
Miscellaneous, ... ..	67	Stationery, ... ..	114
Money orders, ... ..	67a	Statistics, ... ..	115
Mortgages, ... ..	68	Sub-settlement, ... ..	116
Municipal, ... ..	69	Summons, ... ..	117
Navigation, ... ..	70	Sanads, ... ..	118
Nazzúl, ... ..	71	Supplies, ... ..	119
Officers, Civil covenanted, ...	72	Survey, ... ..	120
"    "    uncovenanted, ...	73	Talukdárs, ... ..	121
"    Medical, ... ..	74	Taxes, ... ..	122
"    Military, ... ..	75	Telegraph, ... ..	123
Opium, ... ..	76	Tenant right, ... ..	124
Partitions, ... ..	76a	Tents and camp equipage, ...	125
Pay and allowances, ... ..	77	Trade and Traffic, ... ..	126
Pensions Military, ... ..	78	Transfers and postings of officers,	127
"    Political, ... ..	79	Treasury, ... ..	128
"    Superannuation, ... ..	80	Takkávi, ... ..	129
"    Wasika, ... ..	81	Talabána, ... ..	130
"    Charitable, ... ..	82	Unclaimed & intestate property,	131
Pleaders, ... ..	83	Under-proprietary right, ...	132
Police, ... ..	84	Vaccination, ... ..	133
Political, ... ..	84a	Wards, ... ..	134
Post Office, ... ..	85	Warrants, ... ..	135
Pounds, ... ..	86	Waste Lands, ... ..	136
Powers of Officers, ... ..	87	Weights and Measures, ...	137
Printing and Presses, ... ..	88	Winding, ... ..	138
Procedure, Civil, ... ..	89	Witnesses, ... ..	139

*General register of letters received.*

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*General register of letters issued.*

Date of letter.	Number of letter.	To whom.	Heading number in list B, &c.	Subject.	Abstract.	Number and date of answer.
24th July, ... ..	1325	Commissioner.	94	Byanghat bridge of boats.	Reply to No. 2475 of 15th June, reports that the approaches have been sloped and repaired.	

568. The papers which go into the English office, may be divided broadly into the four following classes :—

Records—destruction  
of—English.  
Circular 13 of 1874.

I.—Correspondence connected with Judicial Proceedings.

II.—General correspondence.

III.—Accounts.

IV.—Periodical returns.

There are in addition to the above, books of reference, annual reports and the like, which being of permanent value, will always be preserved.

569. With regard to Class I. correspondence connected with Judicial Proceedings, the following papers may be destroyed after a period of three years.

All dockets calling for or transmitting proceedings.

Reminders.

Correspondence on matters of routine.

And generally papers of the nature mentioned in Column Z, of the Fly list, *vide* Schedule G page 365.

The papers to be destroyed will be selected by the head clerk and munsarim, and submitted before destruction to the Deputy Commissioner or other officer appointed by him for the duty; a note of the papers destroyed will be attached to the file. In all cases of doubt as to the propriety of destroying any paper, the orders of the Deputy Commissioner will be taken.

Perhaps the most convenient time for the destruction of these papers will be the annual vacation, when the Judicial files have to be examined and weeded agreeably to the instructions conveyed in the Judicial Commissioner's Book Circular No. XXX, dated 1st December 1873.

570. Class II. General correspondence. In correspondence of all kinds, reminders and explanations of delay; and dockets on mere matters of routine may be destroyed after three years.

And with the exception of circulars, letters prescribing rules for future guidance and the like, all ordinary correspondence on the following subjects may be destroyed after three years. The numbers correspond with those given in Schedule E, page 336.

**Records—destruction  
of—English.**

10.—Assessors and Jurors.

14.—Books. Provided a register of all books supplied to the office be kept up.

19.—Carriage.

28.—Conservancy.

30.—Copies.

46.—Furniture (a register of furniture should be kept up in each Office, and if this be done reference to the correspondence will be unnecessary.)

47.—Gratuity.

56.—Leave of absence. As far as concerns ungazetted officials.

64.—March of Troops.

65.—Meteorology.

86.—Pounds.

87.—Powers of officers.

88.—Printing and Presses.

99.—Records.

114.—Stationery.

117.—Summors.

119.—Supplies.

126.—Trade and Traffic.

127.—Transfers and postings of Gazetted officers, of which there is a permanent record in the Gazette.

135.—Warrants.

571. With regard to Class III, see Schedule D, page 362.

572. Class IV. Periodical returns.

Price current returns supplied to Commissariat Officers may be destroyed after one year.

Returns which accompany the annual administration reports may be destroyed after two years.

Of the returns mentioned in the list which accompanied the Personal Assistant's Circular No. 41, dated the 15th November 1872, the following may be destroyed after the periods mentioned against each.

1.—Return of Rain-fall,	... 1 year.
2.—Prices Current of food grain,	... 1 year.
3.—Statement of exports of grain,	... 1 year.
6.—Hál Touzi,	... 12 years.
7.—Appendix to ditto,	... 12 years.
11.—Comparative statement showing the gross receipts and charges on account of collection of duty on spirits (No. 1),	... 3 years.
12.—Statement showing the demands, receipts and balances on account of license fees and drugs (No. 2),	... 3 years.
14.—Statement of Stamp receipts and charges,	... 3 years.
18.—Dastak and Talabáná statement,	... 3 years.
19.—List of unanswered references,	... 1 year.
20.—Statement of Opium seizure cases,	... 1 year.
21.—Number of Abkárí cases and amounts of fines realized,	... 1 year.
25.—Return of Contingent charges,	... 3 years.
35.—Physical Geography of territories,	... 1 year.
36.—Character of the surface,	... 1 year.
37.—Meteorological Register,	... 1 year.
38.—Population,	... 1 year.
39.—Survey and Settlement,	... 1 year.
40.—Surveyed and assessed area in acres,	... 1 year.
41.—Varieties of Tenure held from Government,	... 1 year.
42.—Ditto ditto not held from Government,	... 1 year.

**Records—destruction  
of—English.**

- 43.—Register of transfers, ... 1 year.
- 44.—Land revenue, ... 1 year.
- 45.—Comparative statement of land revenue demands, collections and balances with a memo. of refunds and remissions and appendix, ... 1 year.
- 46.—Comparative statement of duty and license fees, ... 1 year.
- 47.—Comparative statement of demands, receipts and balances of license fees, ... 1 year.
- 48.—Comparative statement of demands, receipts and balances on account of intoxicating drugs and opium, ... 1 year.
- 49.—Comparative memo. of Stamp prosecutions, ... 1 year.
- 50.—Statement of receipts and disbursements of Stamps, ... 1 year.
- 51.—Statement explanatory of issue and vend of Stamps, ... 1 year.
- 52.—Statement of Stamp duty realized in pauper suits, ... 1 year.
- 53.—Waste lands sold, ... 1 year.
- 54.—Comparative statement of dastaks issued and talabaná realized, ... 1 year.
- 58.—Detail of crops cultivated in acres actual or approximate, ... 1 year.
- 59.—Live stock, ... 1 year.
- 60.—Rates of rent and produce of land sown with different crops, ... 1 year.
- 61.—Prices of produce, ... 1 year.
- 62.—Table of average prices of Agricultural produce, 1 year.
- 63.—Prices of labour, ... 1 year.
- 64.—Manufactures, ... 1 year.
- 65.—Statement of Imports, ... 1 year.

- 66.—Statement of Exports, ... 1 year.
- 67.—Detail of assessment made under Indian Income Tax Act, ... 1 year.
- 68.—Detailed statement of Tuccavi collections, ... 1 year.
- 69.—Statement of estates sold for arrears of revenue, 1 year.
- 70.—Statement of settlement of lapsed and resumed tenures, ... 1 year.
- 74.—Return of purchase money of waste land, ... 1 year.
- 78.—Statement of improvements in estates under Government management, ... 1 year.
- 79.—Statement of irrecoverable balances in ditto, ... 1 year.
- 80.—Statement of Tuccavi advances in ditto, ... 1 year.
- 81.—Nominal roll of officers dismissed, ... 1 year.

It is to be understood that returns only are referred to, not the registers from which the returns are prepared.

573. The Deputy Commissioner should examine the correspondence under the head "Miscellaneous" once a year, and submit for the orders of the Commissioner any correspondence which he may recommend to be destroyed.

574. The time during which the papers are to be kept will, as regards classes II and IV, be counted from the commencement of the year succeeding that in which the correspondence took place; for example, a docket of the kind which may be destroyed after three years received in September 1873, must be kept for three years from the 1st January 1874. All papers to be destroyed should be selected by the munsarim, head clerk, or record-keeper, and submitted for the inspection of the Deputy Commissioner, or an Assistant Commissioner deputed by him for the duty, and no papers should be destroyed without the orders of that officer. In all cases of doubt, special reference should be made to the Deputy Commissioner.

575. It is obvious that so long as a case remains undisposed of in an office, it pertains to the department of pending or current work (*Munshi-khāna*). As soon as it is disposed of, the papers are carefully made over for safe and methodical custody to the separate department of final record (*Mohāfiz-khāna*).

**Records—arrangement  
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As all cases and papers, as they are disposed of, pass finally into the department of safe custody, it is obvious that even the largest record room would in time become choked up if provision were not made for occasionally clearing it of unimportant papers.

576. Having all these considerations in view, the present instructions are sub-divided into three sections :—

I.—Those which relate to the department of current work (*Munshi-khāna*).

II.—Those which relate to the methodical arrangement of the record room, (*Mohāfiz-khāna*;) and

III.—Those which relate to the periodical removal of useless records.

577. Before entering on details under each of these three heads, some general observations appear necessary.

578. It is essential to the efficient working of the system that the procedure and nomenclature in both the department of current and completed work should harmonize. In this view, the departmental schedule A, attached has been prescribed, which contains a classified list of all the work that is likely to come before the revenue authorities. In the last column of this schedule information is given for facilitating the proper classification of the work.

579 It must be considered a fundamental principle of the system that this classification is to be followed absolutely, and no alteration is on any account to be allowed except under the Chief Commissioner's express sanction previously obtained.

**SECTION I.—THE OFFICE OF CURRENT WORK.—(*Munshi-khāna*.)**

580. Certain registers have been prescribed for the use of the department of current work (or *Munshi-khāna*) which words here mean the sarishta of the several court munshis in the district, and not departmental ahlmads, who were abolished in 1868. These registers are described below.

581. *The Register of Current Work.*—There will be a register kept up by each officer in the Form F, attached, the mauzah and parganah being omitted in the kuliāt cases. The object of this register is twofold :—

*First*, to enable an inspecting officer to see the state of the business pending before any particular officer :



*Secondly*, to enable the statement compiler to prepare the monthly business statement.

As soon as a case is presented, it will at once be entered in the register. The utmost attention will be required to keep all proceedings relating to a case together and to prevent their wandering off into separate files. For instance, several reports are received from the Commissioner of sales in a case of distraint : care must be observed to attach all of these to the file of the case to which they belong. Care must also be taken to prevent miscellaneous papers, such as treasury warrants, meteorological reports, &c., being brought on this register as cases.

The number of pages required for these registers, which are annual, will be determined by the experience of past years ; and they must be on paper of uniform size. The court munshis are responsible for these registers, which are never to be one day in arrears.

582. *The Fly Leaf*.—G. attached. This is the index to all papers in the file. As soon as a case is entered in the register, it will be supplied with an index-sheet, in which will, from time to time, be entered any further papers afterwards added to the file. All papers, it will be observed, are entered in this fly-leaf in two parallel columns, marked Y and Z. Under Y will be entered all papers to be retained permanently, or for long periods, and under Z such as after a brief interval may be removed.

The separation of the papers into two separate sets, according to the lists Y and Z, but which will be kept under the same kydak though tacked in separate misls, is the duty of the court munshi, and will be performed by him or his assistant mohurrir. If any doubt arises as to whether a paper should be entered in Y or Z, the court munshi will take the orders of his officer.

583. *The Wrapper*.—(Kydak or peshband) H. attached. The object of this wrapper is to show at a glance the nature of the case, the date of disposal, &c., without having to open out the file.

584. In the several registers, the fly-leaf and the wrapper, the columns "Number" and "Description of case" will be copied from the similar entries in schedule A.

585. Papers relating to the treasury and stamps, to the wásil-baki and názir's offices, and to periodical returns, will be chronologically

**Records—arrangement of Vernacular Revenue.** arranged, listed, and kept in separate receptacles in the current office for two or three years, after which they will be tacked together or bound and transferred to the record room under the special order of the Deputy Commissioner.

## SECTION II.—THE RECORD ROOM.—(*Moháfiz-khána*)

586. The papers to be disposed of in the record room will be of three descriptions, (1) those that relate to particular villages (mauzahs), (2) those that do not relate to mauzahs (kuliát), and (3) accounts, &c., relating to special departments, as mentioned in para. 585.

587. The objects of the record-keeper's registers are two: *First*, to enable him to find any case that may be called for; *Secondly*, that he may know who has the custody of any case that may have been taken out of the record room.

588. To enable him to attain the first object, some fair description of the case must be given to him. If the case relates to a mauzah, it will be in the bastah of that mauzah, and if the name of the mauzah be given, his search is confined to its bastah. A well arranged index to the contents of each bastah placed in the mouth of it will enable him in this event to find the case at once. This index will be in the Form I, and will be composed of a sheet for each subject in column 3 of schedule A. These should be tied together with a tape running through them, so that they can be opened and new sheets added, as cases coming under new headings in column 3 of schedule A are placed in the bastah. It is only necessary, therefore, to prepare in the first instance, as many sheets as there are classes of cases in the bastah according to column 3 of schedule A.

589. But the person asking for a case may not be able to give the mauzah, and in this event it is necessary to consider under what description a record-keeper could be expected to produce a case: *1st*. The description of case and the names of the parties might be given; or *2nd*, the description of case and the date or approximate date of the decision; or *3rd*, the names of the parties and the date or approximate date of the decision. To enable the record-keeper to produce the case when the first or second data are given, he will keep a series of registers, 109 in number, corresponding to the description of cases in column 3 of schedule A, leaving out Nos. 69, 70, 72, 79, 80, and 115.

This register will be in the Form J. attached. To enable him to produce the case when the third data are given, he will keep a general register in the Form K. attached.

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590. To enable the record-keeper to know to whom he is to look for a case which is not in the bastah to which it belongs, he will keep up a register in the Form L. attached. In this register will be entered only those cases taken out of the record room; and, as a further security, the original order of the officer calling for the file will be placed in the bastah instead of the case taken out. The order will not be removed until the case is returned to the record-keeper, and it must then be given up to the person returning the file.

591. No special form is necessary for the register in which papers of the third class, mentioned in para. 586, will be entered. It will be sufficient that one or more pages be set aside for each class of record in accordance with probable requirements.

592. The demarcation and territorial arrangements of the province being now complete and further change improbable, the Chief Commissioner is pleased to direct that the registers described be adopted and prepared in accordance with existing parganah and mauzahwār arrangements, and with the instructions now issued; and that they be brought into use in supersession of the present ones throughout the province from the 1st of October 1873.

593. To ensure the accuracy of the new registers, a register of the newly demarcated mauzahs should at once be prepared for each parganah by the settlement officers, or by the Deputy Commissioners, where settlements are complete, in the following form:—

No. XI.

*Parganah Register or List of Mauzahs in—Parganah—District.*

1	2	3	4	5	6	7	8	9
Serial number.	Hadbast number.	Name of mauzah.	Name of hamlet or dakhili mauzah.	Name of bazaar or ganj.	Revenue free or revenue paying.		Reference to registration registers in which deeds affecting the village have been registered.	
					Revenue free Register No. VII.	Revenue paying		
					Part.	Number.		
						No. of proprietors in register No. 1, to whom mauzah belongs.		

This is one of the permanent registers to be kept under the Oudh Land Revenue Bill.

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These registers should be prepared both in English and vernacular. In the vernacular register the names of villages will be entered alphabetically according to the Urdú alphabet. The columns 1 to 5 only will be filled in at present, the meaning of the remaining columns will be explained hereafter; sufficient space, however, should be left between the names of the several villages to admit of alterations being made from time to time in columns 6, 7, and 8. Column 4 will contain the names of all hamlets, chaks, and dákhili mauzahs, with or without abádies, which have been included within the mauzah as demarcated, and column 5 that of all the permanent bazaars or ganjes. The English register will also be prepared alphabetically according to the English alphabet, but as the vernacular register will form the basis of all permanent registers, the English register will be in the following form:—

1	2	3	4	5
Serial No.	Name of mauzah	Name of hamlet or dákhili.	Name of bazaar or ganj.	No. in Vernacular register.

As these are permanent registers they should be prepared on printed and lithographed sheets of strong paper to be bound together. There will be a separate index both in English and vernacular, arranged alphabetically according to the Urdú alphabet for the vernacular copy, and according to the English alphabet for the English one in the following form:—

Name of hamlet, dákhili, bazaar, or ganj.	Whether hamlet, dákhili, bazaar, or ganj.	Mauzah.	Parganah.	Number in parganah Register XI.
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This index will be for the whole district, not parganahwár.

594. Villages which have two names, a Hindí and a Persian one, will be entered once in the parganah register but twice in the index. To take, for example, "Khansúlúrf Moíúddínpur"; in the parganah register the double name would be given as written above, but in the index "Khansúl" would appear under K., and "Moíúddínpur" under M. This will enable the village to be traced at once, whichever name be used.

595. Hereafter the new registers for the district will be prepared on good strong paper of large size properly ruled and bound up into suitable volumes. Records—arrangement  
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596. The following instructions will enable the old registers and records, which will now become obsolete, to be utilized, if reference has to be made to them, with the least possible inconvenience.

597. In accordance with the various parganah and mauzahwár changes, the old mauzahwár registers should be amended as follows:—

(1.) Where a village remains unaltered, all that is necessary is to add the hadbast number in red ink.

(2.) Where a village bearing its original name has been transferred from one parganah of the district to another, the name of the new parganah, as well as the demarcation number, will be entered in red ink.

(3.) Where a village has disappeared by being included in another village, the red ink entry after the name of the former will be “included in village——No.——”

(4.) It sometimes happens that when two villages have been united at demarcation, they retain the joint name, as for instance Rampur-Sitapur. In this case the name “Rampur-Sitapur” will be entered in red ink on the page formerly devoted to Rampur, the village coming first in the joint name, and the words “demarcated with mauzah Rampur” on that devoted to the village whose name follows, *i. e.*, village Sitapur.

(5.) Where the demarcation department have made one village into two, the names and numbers of both will be shown separately in red ink in the old registers.

(6.) When one entire parganah has been absorbed into another, the red ink entry after the name of the absorbed parganah in the heading and label of the register will be “afterwards parganah so and so.”

(7.) When a portion of a parganah has passed over to another district, the name of the district to which it has gone will be entered in red ink, after the name of each of the transferred villages which such portion contained.

(8.) When a village has been received from another district, it will only be necessary to enter it in the new register.

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(9.) If more than one of the above contingencies has befallen any village, the instructions prescribed for each such contingency must be separately carried out.

598. The kuliát register being an annual record, no alterations in the old volumes will be required.

599. The record room bundles (bastahs) will be arranged according to the new parganahs, and with reference to demarcated mauzahs.

600. The bastah register I. must be prepared for every bastah, whether there was an old one there before or not. The Register I. completely supersedes the old parganah registers kept by the record-keeper, as they give the same information far more completely and minutely. The old bastah lists may be destroyed as soon as the new ones are prepared.

601. This completes the instructions for the emendation of the old registers and records. Attention is now directed to the manner in which the new registers should be prepared and filled up.

602. When a complete file is made over to the record-keeper, he will note the number of papers in the file, and sign ~~his~~ name in column 12 of Register F.

603. He will then enter the file in the proper subject-wár Register J, and General Register K, and also in the Bundle Register I, mentioned in para. 609, and finally, he will tie the file up in its appropriate bundle.

604. No Register J. will be prepared for numbers 69, 70, 72, 79, 80 and 115, of Schedule A.

The reason is that although appeals and applications for copies are shown in the register in the office of current work, they are ~~are~~ put up with the cases to which they relate in the record room.

605. The record-keeper will lodge each mauzahwár bundle in its appropriate place in the parganah shelf.

606. To the kuliát bundles will be assigned a particular shelf of the record room, where they will be arranged in the order of the subject column 3 of schedule A., and placed chronologically in annual bundles within the subject-wár one.

607. The record-keeper is prohibited from receiving incomplete files or appeals which are unaccompanied by the original case, unless the latter be already in the record room.

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SECTION III.—THE PERIODICAL REMOVAL OF USELESS RECORDS.

608. Four schedules are attached to these instructions, from which it will be ascertained which records are to be permanently preserved, and which are to be removed after a prescribed term. These are:—

- (1.) Schedule B. of papers relating to mauzahs in the district office.
- (2.) Schedule C. of papers relating to general subjects (kuliát) in the district office.
- (3.) Schedule D. of Periodical Returns, Registers, and Accounts, of the district office.
- (4.) Schedule E. of Periodical Returns, Registers, &c., of the tahsíl office.

609. The following instructions will be observed in connection with this part of the subject, the general principle being kept in view that no paper is to be destroyed till the close of the year in which its term of preservation expires.

610. All existing useless records will, in accordance with these instructions, be removed at the end of the current official year. At the same period of the year, subsequent removals of useless papers will annually be made.

611. The duty will devolve on the record-keeper and his assistants.

612. The Deputy Commissioner will carefully watch the whole proceedings, but it will generally be advisable to entrust the direct supervision to a native extra assistant.

613. When the removed papers have been thoroughly torn up into small pieces and rendered unfit for other use, they will be disposed of to the best advantage, the jail having the first refusal, for the benefit of the record fund.

614. Schedules B and C. The papers entered in column Z, of the fly-leaf in each case of the classes entered in Schedules B and C. will be

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615. In regard to the papers entered in column Y, to be preserved for a prescribed term, in such cases as are under Schedules B and C, all papers, except the fly-leaf, the final order, and important deeds, which will be permanently preserved, will, after the expiry of that term, be removed and destroyed.

616. Important as well as unimportant applications are often disposed of by a single order on the reverse, and in that case the file will consist of but one paper. Such of these as are unimportant may be destroyed, application and order together, as, for instance, requests for copies and other miscellaneous petitions. In regard to those that may be thought important, the Deputy Commissioner's order will be sufficient for their preservation, but the Commissioner's sanction will be required for their destruction.

617. After the removal of the useless papers as above described, the record-keeper will note at the foot of column Y in the fly-list, that all papers except such and such, indicating them, were removed on such a date (to be given), this note being signed by the officer in charge. The record-keeper will also enter the initial خ (Khárij) opposite the case in the bundle list, to show that the file has been weeded. Finally, he will restore the residue of the file to its proper bundle.

618. In regard to cases decided by tahsildárs, the usual course is to forward the file when disposed of to the district record room, copy of the fly-leaf and final order being retained at the tahsíl. The copies so kept should be permanently retained there.

619. Reference is often made to tahsildárs in connection with cases entered in schedules B and C. If such references have assumed the shape of separate files, their preservation or removal will be governed by these instructions.

620. Schedule E. The instructions contained in para. 619 apply equally to the papers entered in this schedule. The note therein mentioned, will in this case be signed by the tahsildár.

621. New fly-lists and kydaks need not be prepared for old files, but it will be as well if the old ones are corrected when by reason of a change in the name of a village, or from other cause, a correction has become necessary.



**SCHEDULE A.**

*List of headings under which cases are to be kept in the Revenue Record-room.*

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Department.	Number.	Description of case.	Remarks illustrating the kind of cases to be entered under the several headings of this Schedule.
<b>MAUZAHWAR.</b>			
Settlement, ...	1	Settlement, ...	Cases of Current and Summary Settlement.
	2	Revision of Settlement records.	„ of correction of omissions and errors in the Settlement records.
	3	Summary Settlement, ...	„ of Settlements made in consequence of alluvion or diluvion.
	4	Jungle and waste, ...	„ „ of jungle and waste lands.
	5	Alteration and cessation of Revenue.	Alterations made in consequence of over-assessment and cessation in consequence of payment for years in advance.
	6	Boundary, ...	All boundary cases including suits.
	7	Malikana, ...	Obvious.
Land revenue, ...	8	Current balances, {	Balances of revenue, either remitted, or for which grace is allowed.
	9	Balances, former years, }	
	10	Minor process of duress,	Cases of Challan, attachment of moveable property, or imprisonment.
	11	Kurk tahsíl, {	Relate to revenue orders only. Civil Court cases are shown at No. 57.
	12	Khám tahsíl, }	
	13	Transfers, ...	Transfer of the share of defaulters to solvent co-sharers.
	14	Farms, ...	Farming a defaulter's land to any one.
	15	Security of Farmers, ...	Obvious.
	16	Sales, ...	Sales for arrears of revenue.
	17	Refunds, ...	Re-payments of excess revenue collected.
	17A	Government villages.	
Irrigation, ...	18	Canal rent.	
	19	Takkávi, ...	Advances for irrigation works.

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## SCHEDULE A.—(Continued.)

Department.	Number.	Description of case.	Remarks illustrating the kind of cases to be entered under the several headings of this Schedule.
MAUZAHWAR.—(Continued.)			
Immoveable property.	20	Suits for proprietary right in whole estate.	Obvious.
	21	Ditto in specific share,...	Ditto.
	22	Ditto in specific lands,...	Ditto.
	23	Ditto under-proprietary right in whole estate.	Ditto.
	24	Ditto in specific share,...	Ditto.
	25	Ditto in specific lands,...	Ditto.
	26	Ditto for redemption or foreclosure of mortgage.	Ditto.
	27	Other suits, ...	Suits to declare and establish personal rights in immoveable property, including pre-emption.
	28	For counterpart of a lease,	Clause 1 Section 83 of the Rent Act.
	29	Arrears of rent, ...	Ditto 2 ditto.
Rent Act suits,	30	Adjustment of rent, ...	Ditto 3 ditto.
	31	Ejectment of a tenant or cancelment of a lease.	Ditto 4 ditto.
	32	Settlement of accounts with Agents.	Ditto 5 ditto.
	33	To establish a right of occupancy.	Ditto 6 ditto.
	34	For delivery of a lease,	Ditto 7 ditto.
	35	Objection to notice, ...	Ditto 8 ditto.
	36	Compensation, ...	Ditto 9 ditto.
	37	Recovery of occupancy,	Ditto 10 ditto.
	38	Contesting the power of distraint.	Ditto 11 ditto.
	39	Abatement of rent, ...	Ditto 12 ditto.
	40	Compensation for improvements.	Ditto 13 ditto.
	41	Division, estimate, or appraisalment.	Ditto 14 ditto.
	42	Sharer for profits, ...	Ditto 15 ditto.
	43	Lambardárs for revenue due.	Ditto 16 ditto.
	44	Sharers against Lambardárs for exaction, compensation or receipts.	Ditto 17 ditto.
	45	M'afidár for rent, ...	Ditto 18 ditto.
	46	Execution of decree, ...	Under Sections 72, 121, 123, 124 of the Rent Act.
	47	Ditto against under-proprietary rights.	Ditto 125, ditto.

## SCHEDULE A.—(Continued.)

Records—arrangement  
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Department.	Number.	Description of case.	Remarks illustrating the kind of cases to be entered under the several headings of this Schedule.
MAUZAHWAR.—(Continued.)			
Rent Act Applications.	48	Miscellaneous applications.	Under Sections 14, 15, 21, 22, 24, 25, 30, 31, 43, 45, 55, 58, 59, 69, 81, 102 and 128 of the Rent Act.
Patwáris, ...	49	Patwáris' office, ...	Examination and appointment of Patwáris, their removal on complaint, and petitions for pay, &c.
Partition, ...	50	Ditto annual papers,	Obvious.
	51	Partition, ...	Includes union, and both perfect and imperfect partition Both Kalsa and M'atí.
Mutation, ...	52	Mutation under decree of Court.	
	53	Ditto by inheritance,	Ditto ditto.
	54	Ditto private transfer,	Ditto ditto.
	55	Ditto by order of the Revenue Authorities.	Includes all mutations consequent on coercive processes for the realization of the revenue.
Civil Courts,	56	Suits by or against Government.	Correspondence regarding suits, to which Government is a party.
	57	Attachment by order of Court.	Estates managed by the Deputy Commissioner when attached by order of Court.
	58	Sale,	Sale in execution of decrees.
	59	Rent free tenures, ...	Inquiries by order of Court into the validity of claims to hold lands rent free as between individuals and Mál-guzárs.
Revenue free tenures.	60	Revenue free tenures, ...	Inquires into the validity of revenue free tenures and cases of resumption.
Wards, ...	61	Assumption by the Court of Wards.	Papers regarding the assumption of the management of estates of minors, lunatics, and idiots.
	62	Management of ditto.	Papers regarding the management of ditto.
Local Agency,	63	Wuqf, ...	Religious and charitable endowments and estates.
	64	Nazul, ...	Government property and escheats.

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## SCHEDULE A.—(Continued.)

Department.	Number.	Description of case.	Remarks illustrating the kind of cases to be entered under the several headings of this Schedule.
MAUZAHWÁR.—(Continued.)			
Miscellaneous	65	Appropriation of land for public purposes.	Obvious.
	66	Translation of letters and orders of higher authorities.	Not relating to any subject otherwise mentioned in this Schedule.
	67	Proceedings of other offices.	Ditto ditto.
	68	Single application and petitions.	Ditto ditto.
	69	District appeals, ...	Entered here that it may go into the business statement as appeals are filed with their cases.
Statistics, Copies,	70	Appeals to higher authority.	Ditto ditto.
	71	Census, ...	Village census papers.
	72	Application for copies, ...	Entered here that it may go into the business statement as Nos. 69 and 70.
KULIAT.			
Civil Courts, ...	73	Suits by or against Government.	Correspondence regarding suits to which Government is a party, not filed mauzahwár.
Local Agency,	74	Wuqf, ...	Religious and charitable endowments.
	75	Nazul, ...	Government property and escheats.
	76	Appropriation for public purposes.	Cases not filed mauzahwár.
Miscellaneous	77	Translation of orders, of higher authority.	In cases not filed mauzahwár and not relating to any subject otherwise mentioned in this Schedule.
	78	Proceedings of other offices.	Ditto ditto.
	79	District appeals, ...	Entered here that it may go into business statement as appeals are filed with their cases.
	80	Appeals to higher authority.	Ditto ditto.
	81	Single applications and petitions.	In cases not filed mauzahwár and not relating to any subject otherwise mentioned in this Schedule.
Education, ...	82	Schools, ...	Proceedings relating to Education.

## SCHEDULE A.—(Continued.)

Records—arrangement  
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Department.	Number.	Description of case.	Remarks illustrating the kind of cases to be entered under the several headings of this Schedule.
KULIAT.—(Continued.)			
Government servants,	83	Establishment, ...	Mention and examination of Government servants.
	84	Leave of absence, ...	Obvious.
	85	Complaints, ...	By or against Government servants.
Orders, ...	86	Security, ...	Obvious.
	87	General orders, ...	Not relating to any department in this Schedule.
Public Works	88	Communications, ...	Construction and repairs.
	89	Civil Buildings, ...	Ditto ditto.
	90	Miscellaneous Public Improvements, ...	Ditto ditto.
Equipage, ...	91	Furniture, Tents &c., ...	Orders and papers concerning.
	92	Printed Forms, ...	Ditto ditto.
	93	Stationery, ...	Ditto ditto.
	94	Census, ...	Papers not filed mauzahwār such as city returns, and compiled returns.
Statistics, ...	95	Records of births, deaths and marriages, ...	Obvious.
	96	Trade returns, ...	Includes papers relative to trade.
	97	Other returns, ...	Obvious.
	98	Abkārī contracts, ...	Includes securities.
Excise, ...	99	Ditto collections, ...	Obvious.
	100	Complaints by or against Abkārī farmers, ...	Ditto.
	101	Drugs, ...	Ditto.
	102	Opium, ...	Ditto.
	103	Infringement of Excise laws, ...	Ditto.
Sayer, ...	104	Sayer, ...	Any items that may be levied in this name.
Salt, ...	105	Salt, ...	Obvious.
	106	Saltpetre, ...	Ditto.
Stamps, ...	107	Stamp laws, ...	Includes cases under and orders regarding.
	108	Pauper suits, ...	Recovery of Government dues in
Supplies, ...	109	Supplies, ...	All papers regarding supplies to troops, travellers, &c.
	110	Sepoys, recruits, ...	Enquiries regarding recruits.
Military, ...	111	Ditto remittances, ...	Obvious.
	112	Pensions, ...	Includes charitable allowances.
	113	Deposits, ...	Papers and orders regarding deposits.
Copies, ...	114	Taxes, ...	Obvious.
	115	Application for copies, ...	Entered here that they may go into the business statement as Nos. 79 and 80.

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**SCHEDULE B.**

*Showing the time that Mauzahwār Papers are to be retained in the Record-room.*

No. in column 2, schedule A.	Description of case in column 3, schedule A	Length of time to be preserved.
1	Detailed settlements, ...	Permanently.
2	Revision of settlement records, ...	Ditto.
3	Summary settlements, ...	Ditto.
4	Sale or settlement of jungle waste, ...	Ditto.
6	Boundaries, ...	Ditto.
20 to 27	Suits for immoveable property, ...	Ditto.
28 to 45	Suits under the Rent Act, ...	Ditto.
59	Suits of individuals to hold land rent free.	Ditto.
60	Cases in which Government claims to assess revenue free lands.	Ditto.
61	Papers relative to the assumption of the management of Wards' estates.	Ditto.
63	Wuqf, ...	Ditto.
64	Nazul, ...	Ditto.
48	Applications and orders under sections 22, 24, 25 and 128 of the Rent Act.	For twelve years.
50	Patwāris' annual papers, ...	Ditto.
51	Partitions, ...	Ditto.
52 to 55	Mutation of names, ...	Ditto.
56	Papers regarding suits to which Government is a party.	Ditto.
57	Attachment by order of court, ...	Ditto.
66	Translations of letters and orders of higher authority not relating to any subject otherwise mentioned in schedule A.	Ditto.
67	Proceedings of other officers, ...	Ditto.

**SCHEDULE B.—(Continued.)**Records—arrangement  
of Vernacular Revenue.

No. in column 2, schedule A.	Description of case in column 3, schedule A.	Length of time to be preserved-
8 & 9	Papers in column Z of fly-list G, ...	For three years.
17	Balances of revenue, ...	Ditto.
18	Refund of revenue collections, ...	Ditto.
48	Canal rents, ...	Ditto.
48	Applications and orders under sections 14, 15, 21, 30, 31, 43, 45, 55, 58, 59, 69, 81 and 102 of the Rent Act.	Ditto.
49	Patwāris cases except Rent Act suits,	Ditto.
58	Sales by order of civil court in execu- tion of decree.	Ditto.
5	Cases of adjustment of rent decided in the Revenue Courts before the pass- ing of the Rent Act.	Until regular settlement.
7	Alteration of jama, ...	For the term of the set- tlement.
10	Malikāna, ...	Ditto ditto.
11	Minor process of duress, ...	Ditto ditto.
12	Qurk tahsil, ...	Ditto ditto.
13	Khām tahsil, ...	Ditto ditto.
14	Transfers of shares or holdings, ...	Ditto ditto.
15	Farms of estates, ...	Ditto ditto.
15	Security of farmers, ...	Until adjustment of ac- counts after termina- tion of lease.
16	Sales of estates, ...	For the term of settlement
19	Takkāvi, ...	Ditto ditto.
46 & 47	Execution of decrees under the Rent Act with exception to the cases in which immoveable property is at- tached or sold.	Until three years after the final order in the case.
48	Orders under section 28, Rent Act, ...	For the term of the set- tlement.
62	Management of Wards' estates, ...	Until 12 years after the management has ceased.
65	Application of land for public purposes,	For the term of the set- tlement.
68	Single applications and petitions not relating to any subject otherwise mentioned in schedule A.	At the discretion of the Deputy Commissioner with Commissioner's permission to destroy.
71	Census papers, ...	Until the papers of the next census are received.

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**SCHEDULE C.**

*Showing the time that Kuliât Papers are to be retained in the  
Record-room.*

No. in column 2, schedule A.	Description of case in column 3, schedule A.	Length of time to be preserved.
74	Wuqf, ... ..	Permanently.
75	Nazul, ... ..	Ditto.
88 to 90	Maps and Plans of works, ...	Ditto.
87	General Orders, ... ..	Ditto.
95	Returns of births, marriages and deaths,	Ditto.
96	Returns of trade, ... ..	Ditto.
97	Other important statistical returns, ...	Ditto.
112	Pensions and charitable allowances, ...	Ditto.
73	Correspondence in suits by or against Government.	For twelve years.
76	Appropriations other than mauzahwâr for public purposes.	Ditto.
77	Translations of orders of higher author- ity not relating to any subject otherwise mentioned in schedule A.	Ditto.
78	Proceedings of other offices, ...	Ditto.
	Ditto ditto, ... ..	Ditto.
82	Education papers, ... ..	Ditto.
105	Salt, ... ..	Ditto.
106	Saltpetre, ... ..	Ditto.
114	Schedule of persons assessed for Income Tax.	Ditto.
	Papers in column Z of fly-list G, ...	For three years.
84	Leave of absence, ... ..	Ditto.



## SCHEDULE C.—(Continued.)

Records—arrangement  
of Vernacular Revenue.

No. in column 2, schedule A.	Description of case in column 3, schedule A.	Length of time to be preserved.
88 to 90	Papers relating to the construction and repairs of public works, with the exception of maps and plans.	For three years.
91	Purchase and sale of office furniture, tents, &c.	Ditto.
92	Printed forms, ...	Ditto.
93	Stationery, ...	Ditto.
98	Abkari contracts and securities, ...	Ditto.
99	Collection of Abkari revenue, ...	Ditto.
100	Complaints against Abkari farmers, ...	Ditto.
101	Drugs, ...	Ditto.
102	Opium, ...	Ditto.
103	Infringement of excise laws, ...	Ditto.
104	Miscellaneous sayer cases, ...	Ditto.
107	Cases under the stamp laws, ...	Ditto.
108	Government demand in pauper suits, ...	Ditto.
109	Supplies, ...	Ditto.
110	Registry of recruits, ...	Ditto.
111	Sepoys family remittances, ...	Ditto.
114	Income Tax cases, ...	Ditto.
81	Single applications and petitions not relating to any subject otherwise mentioned in schedule A.	At the discretion of the Deputy Commissioner with Commissioner's permission to destroy.
83	Appointment, promotion, removal of Government servants.	Until the removal of the person from the service of Government.
85	Complaints against Government servants.	Ditto Ditto.
85	Complaints against Government servants under Rs. 10 salary.	One year; to be destroyed under the orders of the Deputy Commissioner.
86	Securities of Government servants, ...	Until termination of the security.
94	Census papers, ...	Until the papers of the next census are lodged.
113	Deposits, ...	Until recovery or adjustment.

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of Vernacular Revenue.

SCHEDULE D.

The records, which every Treasury should keep permanently are—

*First.*—A complete copy of the Treasury Accounts.

This will include the cash book, all the schedules supplemental thereto, which really may be regarded as separate leaves of the cash book, in which certain entries are detailed for more convenient classification; the check margin of bills issued; the Public Works pass book; and the plus and minus memo.

*Second.*—Correspondence must be preserved, that is to say, no general order can be given for its destruction. It will be advantageous if an officer of discrimination can find time to weed the files, but the duty should not be entrusted to an ordinary clerk.

*Third.*—Miscellaneous records which should be preserved; registers of stopped notes of Government paper, including transfers and powers of attorney connected therewith; of permanent payable orders of pensions of gazetted officers; saving banks accounts; budget-estimates and grants. If the monthly bills of the office are prepared in the Treasury, they should also be preserved. Departmental Returns, such as all those connected with the Tauzi, the Abkari and Stamp Revenue, also the accounts of Wards' Estates, and of Local Funds, are not strictly Treasury records. If they are kept in the Treasury, and are not duplicates of records of the Revenue or Magisterial offices, the rules of those departments should be applied to their preservation or destruction.

RECORDS TO BE KEPT FOR TWENTY YEARS.

Check registers of bills payable.

For other records the general rule should be destruction at the end of five years. If any Deputy Commissioner thinks that a particular class of records in his Treasury may with advantage be destroyed earlier, he may represent it to the Accountant General after one complete year, that is, at the end of the second year.

Note carefully, that the destruction, after five years even, is not to be carried out as a matter of course. Early in the Financial year, the Deputy Commissioner should apply to the Accountant General for permission to destroy miscellaneous or non-exempted records, to the end of the fifth year preceding. Permission will not be accorded if the accounts of the district, or the neighbouring ones, are not cleared in every respect up to the date proposed, and if there is the slightest probability of enquiry being made into the accounts of a preceding time. At present the accounts of Oadh since 1864-65, with other provinces, and with special departments, Military, Public Works, Post Office, &c., are not absolutely cleared; nor are the deposits of the period during which accounts of the Rae Bareilly Division were amalgamated. No permission to destroy records since the introduction of the new system of accounts can therefore be given at present.

## SCHEDULE E.

*Showing the time that Periodical Returns of Tahsildárs are to be retained.*

Records—arrangement  
of Vernacular Revenue.

Description of paper.	Length of time to be preserved.
All printed Vernacular books, pamphlets ...	Permanently.
All Circular Orders, &c. ...	Ditto.
Registers of permanent utility ...	Ditto.
Annual Kistbandi ...	Three years.
Do. Tauzi ...	Ditto.
Do. Jama-kharch ...	Ditto.
Do. Abstract and other particulars of Tahsil ...	Ditto.
Abstract of Parwánahs ...	Ditto.
Copies of Arzis ...	Ditto.
Do. of Parwánahs ...	Ditto.
Price Current ...	Ditto.
Abkári accounts and papers, annual excepted ...	Ditto.
Miscellaneous sayer accounts, annual excepted ...	Ditto.
Road Fund accounts, annual excepted ...	Ditto.
All Itlâq accounts, annual excepted ...	Ditto.
List of Establishments ...	Ditto.
Arzirsâl from Mâlguzárs ...	Ditto.
Do. from Tahsil Officers ...	Ditto.
Dâkhila bahís ...	Ditto.
Seaha bahí ámdani ...	Ditto.
Waz Khám ...	Ditto.
Khateonis ...	Ditto.
Fifteen day reports ...	Ditto.
Monthly Jama-kharch ...	Ditto.
Ijraí Kurkí... ..	Ditto.
Challan ...	Ditto.
Kabzul wasul ...	Ditto.
Diary of Watch and Ward ...	Ditto.
Monthly Tauzis ...	Ditto.
PENSIONS ACCOUNT.	
Law charges accounts ...	Three years after adjustment.
Deposit accounts, receipts and repayments ...	Three years.
Sadr seahas and awarijas ...	Ditto.
Sadr Dâkhila bahís ...	Ditto.
Received from { Mofussil Dâkhila bahís, Ditto Seaha bahís ámdani, Tahsildárs, { Ditto Waz khám, Ditto Monthly Jama-kharch, }	Ditto.
Accounts of Estates under direct management, annual abstract, excepted ...	Ditto.
NIZARUT.	
Accounts of processes... ..	Three years.
List of establishments ...	Ditto.
Despatch books ...	Ditto.
ACCOUNTS.	
1. Kabzul wasul of sadr establishment ...	Three years.
2. Monthly Tauzi ...	Ditto.
3. All Itlâq accounts, sadr and mofussil, except annual abstracts... ..	Ditto.
Abkári, drugs (muskarát) ...	Ditto.
Opium, except annual abstract ...	Ditto.
Miscellaneous sayer, except annual abstract ...	Ditto.
Tax accounts, except annual abstract ...	Ditto.

Records—Arrangement  
of Vernacular Revenue.

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**SCHEDULE F.**

*Register of cases instituted in the Revenue Department, before  
District of*

1	2	3	4	5	6	7	8	9	10	11	12
Serial Number.	Number in column 2 of schedule A.	Description of case in column 3 of schedule A.	Mauzah,	Parganah.	Names of parties,	Subject of the paper.	Date of presentation.	Final order and date.	Date of the file being lodged in record-room	Number of papers in the file.	Signature of the officer receiving the file.

No entries will be made in this register of cases coming under "Immovable Property" or "Rent Act Suits" as they are in the Judicial Registers. In cases coming under the Kullat numbers of schedule A, columns 4 and 6, will be left blank.

## SCHEDULE G.

No. of the case in Register I.

Records—arrangement  
of Vernacular Revenue.

SCHEDULE A.				
Department. col. 1.	Number. col. 2.	Description. col. 3.	Date of institution.	Date of decision.

*Vernacular Fly-list in the case of*

Y.

Z.

TO BE RETAINED.

TO BE REMOVED.

- |  |   |
|--|---|
| 1. List of papers.   | 1. Petitions on points not material to the issue, such as intimating attendance of parties or witnesses praying for time, &c, |
| 2. Petition of plaint and the basis of the case.                     | 2. Mukhtarnama of Vakálutnama.  |
| 3. Answer of the opposite party.                                     | 3. Papers relating to issue or orders.  |
| 4. <del>Participation</del> of third parties.                        | 4. Reminders and explanations of delay.   |
| 5. Documents filed as exhibits and lists thereof.                    | 5. Papers relating to the attendance of witnesses, diet money, &c.  |
| 6. Engagement to consent to arbitration.                             | 6. Chalan of persons.   |
| 7. Award of arbitrators.   | 7. Applications for copies.   |
| 8. Razinama.   | 8. Receipts of proclamations issued and certificates of issue.  |
| 9. Accounts or statements filed.                                     |   |
| 10. Receipts for money, or deeds returned.                           |   |
| 11. Record of the case, including issue, evidence, and final order.  |   |
| 12. Report of execution of order.                                    |   |
| 13. Acknowledgment or other paper showing effect given to the order. |   |
| 14. Appeal—order passed on.  |   |

**Records Arrangement  
of Vernacular Revenue.**

**SCHEDULE H.**

*No. of the case in Register I.*

SCHEDULE A.			Date of institution.	Date of decision.
Department. col. 1.	Number. col. 2.	Description. col. 3.		

Kydak in the case of

**SCHEDULE I.**

*Register of cases in the basīah of Mauzah*

*Parganah.*

1	2	3	4	5	6
Serial Number.	Description of case according to column 3, schedule A.	Date of being filed in record-room.	Date of decision.	Names of parties.	Number of papers.

*N. B.—The mauzah and parganah will be omitted in the kullīst cases.*

**SCHEDULE J.**

*Register of cases coming under No.  
of Schedule A, filed in the Record-room.*

1	2	3	4	5	6	7
Serial Number.	Names of parties.	Date of being filed in record- room.	Date of decision.	Mauzah.	Parganah	Remarks.

*Enter in heading the number in column 2, and the description in column 3 of schedule A.*

**SCHEDULE K.***General Register of cases in the Record-room.*Records—arrangement  
of Vernacular Revenue.

1	2	3	4	5	6	7	8
Serial Number.	Description of cases according to col. 3, schedule A.	Names of parties.	Date of being filed in record-room.	Date of decision.	Mauzah.	Parganah.	Remarks.

**SCHEDULE L.***Register of cases taken out and returned to the Record-room.*

1	2	3	4	5	6	7	8	9
Serial Number.	Description of case according to column 3, schedule A.	Names of parties.	Mauzah.	Parganah.	Date of order calling for case.	Name of person issuing the order.	Date taking of out case.	Date of return.

Registers.  
Circular 80 of 1863.

622. A register of the land attached to public buildings is to be kept up in districts in the following form, and Commissioners are requested to see that the land is not encroached upon, especially by the people officially connected with them

*Register of land appropriated for public offices in the district of*

1	2	3	4	5
No. of plot.	Purpose to which devoted.	No. of plan.	Area.	Remarks explanatory of how the land is occupied.

## Reports.

623. Deputy Commissioners are to report to Commissioners, and Commissioners to the Chief Commissioner, all occurrences of importance occurring within their districts or divisions.

## Reports, Annual.

624. The report of the Judicial Commissioner will be rendered for the year ending 31st December. It will be submitted by the 1st March at latest.

It will be in two parts, 1st, Criminal Justice ; 2nd, Civil Justice.

The arrangement of the report will be according to the returns prescribed to be submitted with it.

625. The report of the Inspector General of Police will be rendered for the year ending 31st December. It will be submitted by the 1st March at latest. It will follow the arrangement of the returns prescribed to be submitted with it, and will conclude with a notice of subordinate officers.



626. The report of the Inspector General of Prisons will be rendered for the year ending 31st December. It will be submitted by the 1st March at latest. It will follow the arrangement of the returns prescribed to be submitted with it, and will conclude with a notice of the officers in charge of the jails.

627. The report of the Sanitary Commissioner will be rendered for the calendar year. It will be submitted by the 15th April at latest. It will be divided into two parts :—

- (1) Public Health.
- (2) Vaccination.

628. "It is in municipalities that progress in sanitary matters must be first expected, and it would be interesting to the Government of India if this progress could be marked annually by some reference, in the case of each Municipality, to the steps that have been taken and the money spent upon matters concerning the public health."

Home Dept. letter No. 9,  
31st Jany. 1874, reviewing  
N. W. P., Sanitary Report.

629. The report of the Inspector General of Hospitals will be rendered for the year ending 31st December. It will be divided into four parts :—

- (1) City Hospitals.
- (2) Dispensaries.
- (3) Lock Hospitals.
- (4) Lunatic Asylum.

630. The report of the Director of Public Instruction will be rendered for the official year ending 31st March. It will be submitted by the 1st June at latest. It will follow the present arrangement of sections, and conclude with a notice of subordinate officers.

631. The Superintendent of the Department of Science will submit an annual report for the official year ending 31st March. It will be rendered by the 1st June at latest. It will be divided into four parts :—

- (1) Meteorology.
- (2) Public Gardens, and Horticulture.
- (3) Museum.
- (4) Literary and Scientific Associations.

**Reports—Annual.**

632. The Accountant General will submit a financial statement of the province for the official year ending 31st March, by the 1st June at latest.

633. Of the subordinate reports, those on Jails will be submitted direct to the Inspector General of Prisons by the officers in charge of the jails; those on Education by the officers of that department direct to the Director of Public Instruction; this does not however supersede the report required on Education from the Deputy Commissioner by Rule XXV, for Educational Committees, para. 259.

Circular 23 of 1870 and 1872.

634. Commissioners will submit their reports on public health through the Sanitary Commissioner, those on dispensaries and hospitals through the Deputy Surgeon General. These reports will be for the calendar year. The former should reach the office of the Sanitary Commissioner on the 15th March, and the latter that of the Deputy Surgeon General on 1st February.

District reports should reach Commissioner not later than the 15th February and 15th January respectively.

Circular 83 of 1867.

635. The general report of Commissioners will be rendered for the official year ending 31st March, direct to the Secretary for the information of the Chief Commissioner by the 1st June at latest.

Home Dept. Res. No. 1674, 12th May 1873.<sup>a</sup>

636. "On review of correspondence with local Governments and Administrations, the Government of India determined that Administration Reports should be henceforward drawn up on an uniform plan, and that the plan submitted by the Government of Bengal was on the whole the best. This plan was accordingly recommended to the Secretary of State for adoption, and has been sanctioned with certain modifications. The form appended to this resolution gives the main headings into which the report is to be distributed, and the serial order which they are to observe. This order follows the general course of the arrangement of the statistical tables, subordinate classes of headings having in most cases been purposely left to be filled in by the compiler at discretion. As to the system or principle upon which these reports are to be written, which it has been the main object of the foregoing correspond-

"ence to settle, His Excellency in Council now proceeds to communicate the following instructions."

Reports—Annual.

"II.—An annual report is intended to set out a clear and compact retrospect of the working of the local Administration during the year of the principal events with which the Government is concerned or has to deal, of the more important measures that have been actually taken, and of the course of ordinary or extraordinary business in every department. It is not the proper object of such a report to provide an annual hand-book of information upon such subjects as physical geography, the permanent constitution of administrative machinery, land tenure, taxation, or upon other matters which do not change from year to year. But inasmuch as the history of a year's government cannot be followed with a fair understanding of, and frequent advertence to, the existing condition of the country and its political institutions, it is desirable to maintain a record of these in a shape more conveniently accessible than the scattered sources from which readers might at present have to collect this kind of information for any particular province. What is wanted, in fact, is something that may be less elaborate and more readily producible than the gazetteers, which shall nevertheless be more of a volume for standard reference and less entirely an annual narrative than the regular official reports. At the same time these reports must be as brief as is consistent with perspicuity, and with a due regard to the importance of recording the main features of every measure of general interest either commenced, advanced, or completed, and of explaining, when necessary, the principles upon which such measures are based. Where any such measures are under deliberation, either as to principle or practice, all controversial argument upon undecided points must be avoided, and the report should generally adhere as closely as possible to a clear and concise statement of accomplished facts."

"III.—His Excellency in Council has come to the conclusion that these purposes may be best answered by the following system. The skeleton frame of the administration report, appended below, has been drawn up so as to contain chapters for both kinds of information, for matter of standard reference, as well as for matter of annual narrative; but when the first-named kind of information has once been filled in, it need be repeated only whenever some radical change shall have been

**Reports—Annual.**

“made, which must be noticed, to explain the proceedings taken during the year. The headings of these chapters are in red letters,\* it is hoped that they can be written up once for several years to come in the report for 1872-73, after which they will only contain a reference back to that year's report. Only a very short dissertation or description is expected under these red-letter headings or prefaces, sufficient to give readers a fixed starting point from which they can follow up and appreciate the facts and figures which are presented in each section for the year under review. In this form it should be possible, for example, to mention the prevailing land tenures within the space of a page, and, under administrative, legislative, or ecclesiastical, to specify in the red-letter heading the chief authorities, executive, legislative, and diocesan. No more is absolutely needed for standard reference, though further detail may be given at discretion; and when any complete article upon such a subject as the physical geography or resources of a country has been already prepared for the provincial gazetteer, or for some preceding report, an accurate and succinct summary of it will be enough if the whole cannot be inserted. The Superintendent of Gazetteers has intimated that he can arrange to supply abridged articles upon these topics and upon the history of the country since it came under British rule for the provinces where local gazetteers are in course of preparation. It should be clearly understood that the contents of these red-letter headings should not be repeated annually after their first appearance in a report, unless any material changes shall have occurred.”

“IV.—In Part I the term political is used in its ordinary European meaning. The Secretary of State, in a despatch lately received, concurred with the Government of India as to the propriety of excluding from the reports all matter connected with the Native States within the limits of India, and with the relations of the British authorities with foreign powers beyond the frontiers of India. The economical condition of Native States, and their public and recognized relations with the British Government, can be noticed and explained; but diplomatic transactions with Native Indian States and with Foreign powers, and cotemporary events affecting those transactions, must not be printed in an annual report of interior civil administration. In regard, however, to the frontier districts, which are in constant commu-

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\* Red letter headings are printed in block type.

"nication with tribes or independent chiefs, His Excellency in Council considers that it might be inconvenient to keep altogether out of the periodical record of events in these districts any account of our dealings with the adjoining chiefs or tribes. His Excellency in Council is, therefore, willing that a sufficient account of these matters shall be inserted, all discussions of unsettled questions and considerations of policy being, of course, avoided. But His Excellency in Council trusts that he may rely upon local Governments to exercise careful discretion and great reserve as to introducing into these annual reports any mention of affairs or interests which fall properly within the cognizance of the Foreign Department."

"V.—Each annual report will in future begin with a separate summary of the year's administration, after the kind already given in several reports. It is a compendious survey of the moral and material movement of the country, as marked by the events and measures of the year, to be illustrated by the more particular account and statistics which will follow under different heads in the body of the report and in the appendices. The Secretary of State, in his letter quoted at the head of this Resolution, considered that 'the preparation, or at least the editing of a report, should be intrusted to one officer, that it might bear the impress of one mind.' The main object here seems to be that departmental reports, which very properly contain more minute particulars than can or ought to be included in the provincial report, shall be condensed with due regard to proportion of quality and quantity, to the relative importance of each different subject, and to the space which can be allotted to all—before they are amalgamated into the general report drawn up by the Government. One of the administration reports of 1871-72 illustrates the disadvantages of a system which binds up together several departmental sections, so that some of the chapters read like separate contributions from independent bureaux, without taking into account the solidarity of all branches of an administration or their influence through good or bad management one upon the other."

"VI.—The subject of revising the tabular statements which should be annexed to the administration reports is under consideration, but upon this separate and subordinate matter orders will issue hereafter."

~~Records~~—Annual.

**PART I.**  
**GENERAL SUMMARY.**

**PART II.**

- |  |  |
|--|--|
| <p><b>I.—PHYSICAL AND POLITICAL GEOGRAPHY.</b><br/>Physical features of the country, area, climate, and chief staples.</p> <p><b>POLITICAL.</b><br/>Historical summary.<br/>Form of Administration.<br/>Character of Land Tenures; system of Survey and Settlements.<br/>Civil Divisions of the British Territory.<br/>Details of the last Census. Tribes and language.<br/>Changes in the Administration.<br/>Relations with Tributary States and Frontier Affairs.</p> <p><b>II.—ADMINISTRATION OF THE LAND.</b><br/>Surveys.<br/>Settlements.<br/>Waste lands.<br/>Government Estates.<br/>Wards' Estates.</p> <p><b>III.—PROTECTION.</b><br/><b>LEGISLATING AUTHORITY.</b><br/>Course of legislature.<br/>Police.<br/>Criminal Justice.<br/>Prisons.<br/>Civil Justice.<br/>Registration.<br/>Municipal Administration.<br/>Military.<br/>Marine.</p> <p><b>IV.—PRODUCTION AND DISTRIBUTION.</b><br/>Agriculture.<br/>Weather and Crops.<br/>Horticulture.<br/>Forests.<br/>Mines and Quarries.<br/>Manufactures.<br/>Trade.<br/>Public Works,—<br/>Roads.<br/>Railways.<br/>Canals.</p> | <p>Public Works,—(Cont.)—<br/>Telegraph.<br/>Post Office.<br/>Irrigation.</p> <p><b>V.—REVENUE AND FINANCE.</b><br/>(a)—<i>Imperial Revenue and Finance.</i><br/>Land Revenue.<br/>Canal Revenue.<br/>Sources of Imperial Revenue other than the Land,—<br/>Customs.<br/>Opium.<br/>Salt.<br/>Excise.<br/>Stamps.<br/>Any other taxes levied for imperial purposes.<br/>(b)—<i>Revenue and Finance other than Imperial.</i><br/>Provincial Revenues.<br/>Local Funds.<br/>Road Cesses.<br/>Municipal Revenues.</p> <p><b>VI.—VITAL STATISTICS AND MEDICAL SERVICES.</b><br/>Details of Census if taken in the year of report.<br/>Births and deaths.<br/>Emigration.<br/>Medical Relief.<br/>Sanitation.<br/>Vaccination.</p> <p><b>VII.—INSTRUCTION.</b><br/><b>GENERAL SYSTEM OF PUBLIC INSTRUCTION.</b><br/>Education.<br/>Literature and the Press.<br/>Literary Societies.<br/>Arts and Sciences.</p> <p><b>VIII.—ARCHÆOLOGY.</b></p> <p><b>IX.—MISCELLANEOUS.</b><br/><b>ECCLESIASTICAL JURISDICTION.</b><br/>Ecclesiastical.<br/>Stationery.<br/>General Miscellaneous.</p> |
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637. 'None of the orders now in force with regard to the revenue, judicial, or other departmental annual reports, are in any way modified by the following remarks, which apply only to the list of subjects published in Home Department Resolution No. 1674, dated 12th May 1873.

*Book*  
~~Records~~ Annual.  
Circular 58 of 1874.

638. With that resolution is printed a list of subjects to be noticed in the Provincial Administration Report. The red letter (block type) headings need not be noticed annually. Of the rest, the following will find a place in the General Administration Reports submitted by Commissioners and Deputy Commissioners at the close of the official year :—

Changes in the Administration.	(b.) Revenue and Finance
* Relations with Tributary States and frontier affairs.	other than Imperial.
Course of Legislation. *	* Provincial Revenues.
* Registration.	Local Funds.
Municipal Administration.	Road Cesses.
* Military.	Education Cesses.
Manufactures.	Municipal Revenues.
Trade.	Emigration.
Public Works.	Medical Relief.
Roads.	Literature and the Press.
* Railways.	* Arts and Sciences.
* Canals.	* Archæology.
* Telegraph.	* Ecclesiastical.
* Post Office.	* Stationery.
	General Miscellaneous.

- Regarding the subjects marked \* there will generally be little or nothing to say, and it is not necessary always to enter them, but if a Commissioner or Deputy Commissioner has anything to record on any of these subjects, it should be done in his General Administration Report.

639. It may be that in his General Administration Report, an officer may wish to offer some remarks on one or more of the subjects mentioned at page 6 of Circular 37 of 1873, but not contained in the list given in the last para. Ordinarily those subjects will have been noticed in other reports; but a Deputy Commissioner might, for example, wish to note something regarding land revenue and crops in his General Annual Report for the year ending the 31st March, which he may have been unable to enter in his Revenue Report for the year ending the 30th September. In all such cases the subject should be noticed in the order laid down in Circular 37 of 1873.

**Reports--Annual.**

640. Arms and wild animals will be noticed under General Miscellaneous.

641. Annual Reports are submitted by the heads of departments on the following subjects:—

Police.	Medical Relief (Dispensaries).
Criminal Justice.	Sanitation.
Prisons.	Vaccination.
Civil Justice.	Education.
Births and deaths.	

and Commissioners and Deputy Commissioners have an opportunity of communicating their views in each case to the head of the department; still if there be anything relating to any one of these subjects which should, in their opinion, find a place in the General Administration Report, they can enter it in the order laid down in Circular 37 of 1873.

642. Of the remaining subjects noted in Circular 37 of 1873, the following should be noticed in the Revenue Reports:—

Surveys.	(a.) Imperial Revenue and
Settlements.	Finance,
Waste Lands.	Land Revenue.
Government estates.	Canal Revenue.
Wards estates.	Sources of Imperial Revenue
Agriculture.	other than the land.
Weather and crops.	Customs.
Horticulture.	Opium.
Forests.	Salt.
Mines and quarries.	Excise.
Irrigation.	Stamps.

Any other taxes levied for imperial purposes.

643. Regarding Marine there is nothing to be said.

Home Dept. Letter No.  
889, 15th February 1870.

644. "In all annual reports made by officers in charge of public libraries, museums, or collections, it should be specially stated whether "or not the whole of the property is safe and in good condition."

Home Dept. Letter No.  
888, 5th August 1871.

645. The measures adopted for the suppression of the crime of kidnapping for immoral purposes are to be noticed in annual reports.

Circular 53 of 1873.

646. The annual statement of civil suits in which Government was a party is to be sent direct to Secretary to Chief Commissioner by the 30th April each year.



647. In forwarding the following letter from the Inspector General of Hospitals Upper Provinces, the Chief Commissioner requests that the information necessary to the completion of the statements may always be furnished to medical officers:—

Reports, Medico-Legal.  
Circular 86 of 1868.

*From Inspector General of Hospitals Upper Provinces, to the Secretary to Chief Commissioner of Oudh, No. 318, dated 14th November 1868.*

"I have the honour to forward, for the information of the Chief Commissioner, Oudh, a copy of a form circulated to the medical officers of the Upper Provinces for the medico-legal reports which are required from the civil and military medical officers in criminal cases, and from which record most important professional experience might be preserved, which at present is wasted."

II.—"These reports were called for six months ago, and have already furnished valuable facts. The defective manner in which many of them were drawn up suggested the introduction of the accompanying form."

III.—"A careful review of the reports calling the attention of the medical officer to defects in the manner in which they were drawn up, or the want of evidence on which their opinion is grounded, will prove instructive. The accuracy of the opinions of the medical officers in those civil charges cannot be entirely depended on when medical jurisprudence has not formed a branch of their education. This point is deserving the attention of Government in selecting medical officers for civil charges."

IV.—"There have been a few instances where the civil authorities object to give the information required regarding the decision of the case unless on stamped paper, or on account of the extra office work it would entail, or the absence of the orders of Government on the subject."

V.—"I beg to suggest that orders be issued that copies or abstracts of the decision passed on the medico-legal cases be furnished to the medical officer whose evidence was required in the case, for the purpose of enabling him to complete the return required in this office."

Reports, Medico-Legal. *Monthly Statement of Medico-legal Reports made by the Officer in civil charge at——for the month of——187*

*Dated——187*

1	2	3	4	5	6	7	8		
Number.	Date.	Name.	Age.	Sex.	Caste.	By whom submitted for examination and from whence.	1st.—Nature of the injury reported on, slight, severe, or endangering life. 2nd —Probable cause of injury or death, instrument by which inflicted, and whether self inflicted <i>post mortem</i> examination, describing wounds, period after which and since death ensued, morbid appearance if any in head, chest, and abdomen. 3rd —Appearance of stomach and contents in suspected cases of poisoning and symptoms during life, morbid appearance if any, in head, throat, chest and abdomen.	Report of chemical examination.	Decision of the court in present case or in that of No.—if previously reported.

**Returns**

648. The Chief Commissioner desires to call the attention of all officers concerned, to the importance of giving personal attention to the returns prepared in their offices. It is far too common for them to put their names to such papers just as they are placed before them. A scrutiny will not only often detect errors which entail much subsequent trouble, but give the officers themselves much information which there is reason to fear in many cases they lose at present.

Home Dept. Res. No. 796,  
12th May 1873.

“649. From the replies received to the circular of the 22nd March 1871, enquiring how far the statistical forms for Civil and Criminal Statements, as prepared by the High Court of Judicature at Fort William in Bengal, and prescribed for general adoption in the resolutions of the Home Department, dated 17th March 1870 and 30th November 1870, had actually been adopted and adhered to, it appears that they have now been generally adopted by all Governments in the Appendices to their annual reports; but that various alterations, emendations, and additions have in some instances been proposed, and in other instances have been introduced into the original statements. The report of one local Administration contains in the Appendix a statement which has added a fresh heading with 18 subordinate columns to the original statistical form, thus supplementing it by a quantity of information that was in no way asked for by the Government.”

“Some of the changes referred to appear unnecessary, while others are evidently improvements, and it was to be expected that in practice

"some defects or omissions would be discovered in the original tables prescribed by the committee. All these alterations or suggestions for alterations are under the consideration of the Government ; but in the mean time it is of much importance to preserve uniformity in the returns that come up annually to the Supreme Government, and to prevent the confusion which must be caused by independent amendments introduced into their statistical returns by different administrations acting without concert. Until, therefore, a fresh edition of amended Civil and Criminal Returns can be issued for general use, His Excellency the Governor General in Council is pleased to issue the following intermediate instructions."

"Local Governments can use their discretion as to entering in the prescribed returns such additional columns as seem to be really needed for adequately exhibiting or explaining the information which the returns are intended to convey. So far as these purposes require, the original columns can also be sub-divided, provided that the original columns themselves are retained. It is probable that the necessity for any changes of the kind will greatly be reduced if a column of remarks be used in *all* statements. If the local Administrations, however, find it essential to alter the tabular forms in which their statistics are sent up to the Government of India ( which should never be done in the way of expansion or mere addition, but only in the way of elucidation ) then the following method must be observed. All *new items* and all *new columns* should be given in different coloured ink, so as to be at once distinguishable from those *prescribed*, and all fresh columns should be distinguished by a subordinate number, so as not to alter the numbers given by the Government of India to the columns in the prescribed statements ; thus if it be intended to add two columns between columns 3 and 4 of any statement, the heading of these new columns and the numbering, as well as the figures in them, should be (if the rest of the statement is in black) given in *red* ink, and the numbers should be *3a 3b*. In giving totals and averages, if the figures shown in the new columns will affect these, then these should be *twice* given ; one total or average showing what the result would be according to the *prescribed statement*, the other ( which should be in ink of a different colour ) those as resulting from the additional figures."

"If a column be sub-divided, the sub-divisions should be shown thus :  
 "Let column three, for example, be that of the prescribed statement, "

**Returns.**

"and suppose it is desired to divide it into three sub-heads, then the addition will be given thus :—

3	Details of column 3.		
	3a	3b	3c
Number of persons released pending trial.	On bail	On their own security.	Without security.

"By these means it will be possible to show any *additional* subordinate matter which the local Governments find really needed, without disturbing the uniformity of the prescribed statements. The fundamental arrangement of these statements should be left wholly untouched. Statistics should not be thrown into groups which are arranged in the prescribed statements alphabetically, or *vice versa*, nor should the order of the columns be transposed. But any criticisms or proposed improvements may be submitted separately for consideration."

**Rewards.**

649-a-G. 32 of 75  
650. The following rules for rewards are published for information and guidance :—

I.—Officers of police are not empowered to offer rewards for the apprehension of offenders in any case which has gone before a magistrate ; that is the business of the judicial department.

II.—In regard to any case still in the hands of the police, rewards may be offered by police officers, either to the police or to the public, for information leading to conviction to the following extent :—

District Superintendent...	Rs. 20
District Superintendent with the sanction of the Deputy Commissioner	50
Deputy Commissioner with the sanction of the Commissioner	100
Inspector General in regard to special crime	100

If a higher reward is required, the sanction of the Chief Commissioner is necessary.

III.—Special good service, either by the police or by the public, may be rewarded by officers to the following extent:—

Rewards.  
Circular 105 of 1870 and  
2 of 1871.

District Superintendent	...	...	Rs. 20
Deputy Commissioner	...	...	50
Commissioner	...	...	100
Inspector General	...	...	100

Any higher rewards will require the sanction of the Chief Commissioner.

IV.—In all cases in which the requirements of rules II and III may be complied with, and the District Superintendent gives the reward, or, as soon as he receives the orders of superior authority, he should pay the reward promptly, and charge it in his next contingent bill.

651. Commanding officers of regiments are forbidden to correspond with the civil authorities on the subject of sepoys' petitions (G. G. O. No. 130, of the 9th June 1826.)

652. The following instructions regarding the submission of sepoys' petitions are published for information:—

Circular 34 of 1862.

*Extract (paras. 3 and 4) from a letter dated 6th June 1862, No. 1528, from the Officiating Secretary to Chief Commissioner of Oudh, to the Secretary to Government of India, Military Department.*

III.—With reference to your 2nd para., I am desired to observe that the Chief Commissioner has frequently received letters from commanding officers enclosing petitions from sepoys under them, having reference to claims to land or other matters which can only be settled by regular proceedings in the proper court. He has always explained this fact, but not always he fears to the contentment of either officer or soldier, and the latter, led on by the hope of his officer in the end obtaining for him what he wishes, neglects, till perhaps too late, to prosecute his claim in the right way. The Chief Commissioner would therefore venture to suggest, that all officers commanding native regiments in any of the presidencies be informed that soldiers must prosecute their cases precisely like any other complainant; that by the late Stamp Act X of 1862, the only indulgence granted them is the use of plain paper instead of a stamp for muktiarnamahs. It is therefore quite useless for commanding

**Sepoys.**

officers to forward to the civil officers in Oudh petitions from sepoys, for they cannot be attended to unless on the prescribed stamp and presented by a duly accredited person. The Chief Commissioner also thinks it is not in accordance with the post office rules for commanding officers to frank on Her Majesty's Service, petitions, &c. from soldiers on their private affairs.

IV.—The Chief Commissioner has directed civil officers to look at the leave certificates of sepoys having cases before them, and always, if it can be done consistently with attention to the rules by which they must be guided, to decide such cases before the leave expires.

**Snake Bites.**  
Circular 32 of 1869,

653. Instructions by Sanitary Commissioner regarding treatment of snake-bites:—

I.—The effect of the bite of a venomous snake varies exceedingly, and independently of all treatment, from death of terrible rapidity to slight temporary illness.

II.—No specific remedy of the nature of an antidote for snake bite has yet been discovered, so that for the present it must be treated on general principles, which are as follows:—

A.—To prevent by mechanical means the sudden entrance into the circulation of a fatal quantity of the poison;

B.—To maintain life by keeping up by stimulants the failing action of the heart for a sufficient time to allow the poison to be removed from the system by the secretions;

C.—To effect simultaneously these two objects, a combination requiring judgment and skill, upon which the prospect of success chiefly depend.

IIIa.—Instantly cutting off the bitten part, as in the case of a finger, would at once remove the poison, but such a proceeding is more or less dangerous in itself, and requires presence of mind and courage on the part of unprofessional persons. These remarks apply to a less extent to cutting out or burning out the part containing the fang-wound entire, but not to sucking out the poison after pricking upon the wound. Quickly stopping the circulation by a very tight bandage round the arm or leg is for the time quite effectual in preventing entrance of the poison, but if continued long causes mortification.

b.- Alcohol in the shape of some strong drink is the most powerful and effectual stimulant. Ammonia is also good, and they may be used in combination. In cases in which the dose of venom has not been very strong, stimulants alone may save life by keeping up the patient's strength for the time required. The quantity of alcohol in the form of any strong drink given must be proportioned to the age and strength and habits of the patient, and it should be used with caution, being itself in large doses poisonous.

c.—The combination of the two means consist in relaxing the bandages from time to time, and again tightening them so as to let the poison enter the system by degrees, and, in simultaneously with the loosening of the bandages, administering stimulant doses to counteract the depressing effects of the venom.

IV.—A ligature should be at once tied round the limb as tightly as it can be drawn, close to the part bitten on the side next the body, and another bandage should be applied at any convenient part nearer the body, not quite so tightly. Having thus stopped for the time any entrance of the poison, if cutting out or burning out the wound entire is out of the question, as much of the poison, as possible should be removed by sucking it out after opening up the fang-wound with a sharp-pointed knife or lancet. It is quite safe to suck with the mouth the poisoned wound if there are no scratches on the lips or tongue, as the venom if swallowed is quite harmless. Keeping the bandages tight, signs of the poison taking effect, evidenced by faintness, coldness of the body and drowsiness, should now be waited for, and soon as they appear stimulants should be administered at once in doses proportioned to the necessity of the case, of which the state of the pulse is the most certain indication. A common practice, supported also by authority, is to pull and drive the patient about, and to inflict torture of various kinds, but these are all weakening processes, and if the chief danger is from failure of the heart, they must do more harm than good. If, on the contrary, the faintness and coldness of the body and failure of the pulse were less urgent symptoms than drowsiness and stupor, it would be proper to discontinue the alcohol, which is stupefying in itself, and to apply the rousing measures alluded to.

If no effect appeared from the poison, or when what had occurred had nearly passed off, the bandages should be cautiously relaxed, that next the body some time before the other, carefully watching the effect,

**Snake Bites.**

and as soon as the symptoms of poisoning became evident or increased, the circulation should be again stopped by tightening the bandages, that next to the body first, and stimulants should be administered again, as before. This process should be repeated at intervals according to the effect produced and (as a minor consideration) the state of the limb, with regard to mortification, the signs of which would set in with swelling and blackness after some hours' constriction, until the symptoms of poisoning passed off, or became so much less as to indicate that the danger to life was over.

**Soldiers,—arrest of.**  
Home Dept. letter No.  
11-1006, 6th Augt. 1874.

654. In the event of the arrest by the police of soldiers, British or Native, charged with the commission of an offence, as early intimation as possible of the fact is to be given to the officer commanding the regiment to which the man arrested may belong, so as to enable him to adopt in time any measures he may think necessary for their defence.

**Soldiers' Rations.**  
Circular 13 of 1867.

655. After a full consideration of the subject, the Government of India is of opinion that no special measures are required for the supply of meat for soldiers, the market being sufficient.

Circular 21 of 1864.

656. Encouragement to be given by fairs, cattle shows, and prizes, to the breeding of animals for slaughter.

657. Only one-half of the sheep killed to be ewes.

658. The following are the vegetables required for the soldiers:—

Potatoes always.	}	Most approved by the soldiers.
Cauliflowers,		
Cabbage,		
Cabbage, Savoy.		
Knol kol,		
Carrots,		
Turnips,		
Onions,		
Pumpkins,		
Peas,	}	Should be raised in soldiers' gardens.
Beetroot,		
Lettuce,		
Squash,		
French beans,		

Circular 13 of 1867.

659. The commissariat will furnish seeds gratis to persons growing vegetables in the neighbourhood of cantonments.



660. LIST OF CANTONMENTS AND MILITARY STATIONS IN THE  
BENGAL PRESIDENCY ACCORDING TO THE SPELLING  
AUTHORIZED BY THE GOVERNMENT OF INDIA.

Spelling of proper  
names.

Circular 26 of 1874.

<i>Allahabad Division.</i>	<i>Rawal Pindi Division.</i>	<i>Gwalior District.</i>
Allahabad.	Attock.	Gwalior.
Benares.	Campbellpore.	Jhānsi.
Cawnpore.	Jhelum.	Lalitpur.
Chunar.	Murree.	Sipri.
Dinapore.	Rawal Pindi.	
Segowlie.	Sialkot.	
	Talagāon.	<i>Peshāwar District.</i>
<i>Lahore Division.</i>	<i>Sirhind Division.</i>	Abazai.
		Cherat.
Amritsar.	Dagshai.	Michni.
Bakloh.	Jullundur.	Mackeson.
Bani Khet.	Jutogh.	Nowshera.
Bhāgsu.	Kasauli.	Peshāwar.
Dharmśāla.	Ludhiāna.	Shabkadar.
Dalhousie.	Phillour.	
Ferozepore.	Subāthu.	<i>Presidency District.</i>
Govindgarh.	Simla.	Alipore.
Kangra.	Umballa.	Barrackpore.
Lahore.		Berhāmpore.
Meean Meer.	<i>Eastern Frontier District.</i>	Bhāgalpur.
Mooltan.		Dum Dum.
	Alinagar.	Doranda.
<i>Meerut Division.</i>	Baxa.	Parjeeling.
	Cachar.	Fort William.
Agra.	Chargola.	Hazāribāgh.
Chakráta.	Cherra Poonjee.	<i>Rohilcund District.</i>
Dehra Dún.	Dacca.	Amora.
Delhi.	Dibrugarh.	Bareilly.
Fatehgarh.	Gauhati.	Moradabad.
Landour.	Golāghāt.	Naini Tal.
Meerut.	Gohpur.	Pithorāgarh.
Muttra.	Jalpāiguri.	Rānikhet.
Roorkee.	Jaipur.	Shāhjahānpur.
	Jowai.	
<i>Oudh Division.</i>	Monier Khál.	<i>Saugor District.</i>
	Manipur.	Bānda.
	Noarband.	Jubbulpore.
Fyzabad.	Nowgong.	Nagode.
Gorakhpur.	Pubāmukh.	Nowgong.
Lucknow.	Shillong.	Pachmarhi.
Sitapur.	Sadiya.	Saugor.
	Sylhet.	
	Tezpur.	

Spelling of proper  
names.

R. A. C. Dept. Not. No.  
323, 28th October 1874

661. LIST OF TOWNS AND RIVERS IN THE NORTH-WESTERN  
PROVINCES.

MEEBUT DIVISION.

<i>Dehra Dún District.</i>	<i>Muzaffarnagar District (Continued.)</i>	<i>Bulandshahr District (Continued.)</i>
Ambári.	Kairána.	Chola.
Chakráta.	Khátauli.	Dankaur.
Deoban.	Kándhla.	Dibai.
Jaunsár Báwar.	Míránpur.	Dádri.
Kálsi	Majhera.	Gulaothi.
Landour.	Púr.	Jahángirabad.
Mussooree.	Shámli.	Jewar.
Rájpur.	Sháhpur.	Járchá.
Ránipokhri.	Shukartár.	Jhajhar.
Shorepur.	Thána Bhawan.	Khúrja.
		Kásna.
<i>Sháhranpur District.</i>	<i>Meebut District.</i>	Malikpur.
Ambahta.	Bágpát.	Narora.
Bhagwánpur.	Baraut.	Pahásu.
Deoband.	Begamabad.	Rajghat.
Faizabad.	Bahsúma.	Sikandarabad.
Gangoh.	Bahádurgarh.	Siyána.
Hardwár.	Chaprauli.	Shikárpur.
Jawálapur.	Daurála.	Tilbegampur.
Jabarhera.	Dhaulána.	
Jaurási.	Dásna.	<i>Aligarh District.</i>
Kankhal.	Dáha.	Atrauli.
Landhaura.	Fáridnagar.	Akrabad.
Lakhnauti.	Pháziabad.	Barauli.
Muzaffarabad.	Garhmuktesar.	Barla.
Manglaur.	Hápur.	Beswán.
Nágál.	Hastinapur.	Chandaus.
Nánauta.	Kithor.	Datauli.
Nakúr.	Kankar Khera.	Gorai.
Roorkee.	Kirthal.	Háthras.
Rámpur.	Kutána.	Harduaganj.
Sultánpur.	Kamaruddínnagar.	Hasangarh.
Sarsáwa.	Loni.	Iglás.
Titron.	Murádnagar.	Jaláli.
	Mawána.	Koil.
<i>Muzaffarnagar District.</i>	Nánu.	Kauriyaganj.
Budhána.	Pilkhuwa.	Khair.
Biðauli.	Parichatgarh.	Morthal.
Baghra.	Sardhana.	Mursán.
Bhúma Sambalhera	Shahdara.	Mandrák.
Bhukarheri.		Nánu.
Bhainswál.	<i>Bulandshahr District.</i>	Páli.
Chartháwal.	Anúpsahar.	Sikandra.
Gordhanpur.	Ahár.	Sásni.
Jauli Jásath.	Aurangabad.	Somna.
Jhanjhána.	Baran.	Tappal.
Jaláhabad.	Chatári.	

## ROHILKHAND DIVISION.

Spelling of proper names.

<i>Bijnor District.</i>	<i>Moradabad District, (Continued.)</i>	<i>Buddhun District.</i>
Afzalgarh.	Hasanpur.	Asadpur.
Asafpur.	Kandarki.	Bilsi.
Akbarabad.	Kharakpur.	Bisauli.
Amsot.	Moghalpur.	Babrála.
Barhapura.	Mánpur.	Dátaganj.
Burhpur.	Naráoli.	Dhanári.
Báshta.	Sambhal.	Gunnaur.
Chándpur.	Sirsi.	Hazratpur.
Dhámpur.	Sihal.	Islámnagar.
Daranagar.	Thákurdwára.	Kakrála.
Jhálu.		Kot Sálbáhan.
Kíratpur.		Rajpura.
Mandáwar.		Sahaswán.
Najíbabad.	<i>Bareilly District.</i>	Salímpur.
Nagína.		Satási.
Nihtor.		Ujháni.
Nurpur.	Aoula.	Usehat.
Nágal.	Bisalpur.	Wazírganj.
Rehar.	Basháratganj.	<i>Sháhjahánpur District.</i>
Sherkot.	Baheri.	Baragaon.
Seohára.	Bilsanda.	Dhakiya.
Sahispur.	Chaumahla.	Jalálpur.
	Farídpur.	Jalálabad.
	Fatehganj.	Jaintiá.
<i>Moradabad District.</i>	Háftiganj.	Khápur.
Amroha.	Jahánabad.	Khudaganj.
Bilári.	Karor.	Khera Bajhera.
Bachhraon.	Mírganj.	Kánt.
Chandausi.	Nawárganj.	Míranpur Katra.
Dhanaura.	Neoriya Husainpur.	Mirzapur.
Darhiyál.	Pilibhít.	Nigohi.
Gajraola.	Púranpur.	Pawáyan.
	Richha.	Shahbaznagar.
	Sarauli.	Seramau.
	Sháhi.	Tilhar.

## AGRA DIVISION.

<i>Muttra District.</i>	<i>Muttra District,—(Cd.)</i>	<i>Agra District,—(Cd.)</i>
Áring.	Noh Jhíl.	Irádatnagar.
Barhan.	Sadabad.	Itimádpur.
Brindaban.	<i>Agrá District.</i>	Jalesar.
Baldeo.	Achnera.	Khairagarh.
Cháta.	Batesar.	Kurauli.
Gokul.	Bíhpuri.	Khandauli.
Gobardhan.	Firozabad.	Ol.
Kosi.	Fatehpur Sikri.	Panáhat.
Mahában.	Farah.	Runkota.
Mát.	Fatehabad.	Shahr Sawád.
	Huzúr Tahsil.	Sikandra.
		Túndla.

Spelling of proper  
names.

AGRA DIVISION,—(Continued.)

<i>Mainpuri District.</i>	<i>Farukhabad District, (Continued.)</i>	<i>Etāwah District,—(Cd.)</i>
Alipur Patti.	Imratpur.	Airwa.
Akbarpur Aunchā.	Jalālabad.	Ajītmal.
Bhadān.	Kamālganj.	Bharthna.
Bhongaon.	Kāimganj.	Bidhūna.
Barnāhal.	Kanauj.	Bela.
Bewar.	Khairnagar.	Chachūnd.
Bhāraul.	Kāmpil.	Dalīlnagar.
Ekā.	Khākhhatmau.	Jaswantnagar.
Ghiror.	Khudaganj.	Lakhna.
Jasrāna.	Muhammadabad.	Phaphūnd.
Kurāoli.	Makrandnagar.	<i>Etah District.</i>
Karhal.	Miānganj.	Aliganj.
Kishni.	Mirān-ki-Sarai.	Azamnagar.
Kusmara.	Nawābganj.	Bilrām.
Labhauwa.	Pahāra.	Barna.
Mustafabad.	Paramnagar.	Kāsganj.
Nabiganj.	Singirāmpur.	Kādirganj.
Noner.	Shamsabad.	Marehra.
Sarsaganj.	Saurikh.	Mohanpur.
Shikohabad.	Sakatpur.	Nidhau.
Sharīfpur.	Sakrāwa.	Nawābganj.
<i>Farukhabad District.</i>	Thātā.	Nagaria.
Amethi.	Tirwa.	Patāli.
Aligarh.	Tālgrām.	Soron.
Allāhganj.	Yākūtganj.	Sakī.
Bhojpur.	<i>Etāwah District.</i>	Sirhpura.
Chibramau.	Auralya.	Sahāwar.
Fatehgarh.	Achaida.	Sarai Aghat.
Gursahāiganj.		Sarai Girdhārī.

ALLAHABAD DIVISION.

<i>Cawnpur District.</i>	<i>Cawnpur District— (Continued.)</i>	<i>Fatehpur District.</i>
Akbarpur.	Makanpur.	Asothar.
Bhognipur.	Narwal.	Ayāh, Sāh.
Bilhaur.	Najafgarh.	Amauli.
Bithūr.	Nawābganj.	Aung.
Bhāupur.	Rasūlabad.	Bahrāmpur.
Derapur.	Rasdhān.	Bindki.
Ghātampur.	Rūra.	Bilanda.
Gajner.	Sārī Salīmpur.	Ekdala.
Jāmau.	Sikandra.	Ghāzipur.
Jhūjhak.	Shiuli.	Haswa.
Mūsānagar.	Shiurājpur.	Hathgaon.
Mangalpur.	Sarsaul.	Husainganj.
		Kora.

## ALLAHABAD DIVISION,—(Continued.)

Spelling of proper names.

<i>Patehpur District,</i> (Continued.)	<i>Allahabad District,</i> (Continued.)	<i>Hamirpur District.</i>
Kaliānpur.	Bhāratganj.	Jalālpur.
Khakhreru.	Bharwārī.	Jaitpur.
Kora Jahānabad.	Chāil.	Kurāra.
Kutia Gunir.	Colonelganj.	Kharaila.
Khajuha.	Dāranagar.	Kulpahār.
Kishanpur.	Farīdganj.	Kabrai.
Kotila.	Handia.	Lālpura.
Mutaur.	Hanumānganj.	Maudha.
Maubār.	Ismāilganj.	Mahoba.
Mālwa.	Jhūsi.	Maskara.
Shiurājpur.	Jasra.	Panwārī.
Tappa Jār.	Karra.	Rāth.
<i>Bānda District.</i>	Khairāgarh.	Sūpa.
Augāsī.	Karchana.	Srinagar.
Baberu.	Khānjahānpur.	Sumerpur.
Badausa.	Karārī.	Sisolar.
Bargarh.	Kiwāi.	
Chību.	Kydganj.	<i>Jaunpur District.</i>
Chilla Tāra.	Katra.	
Chitarkot.	Lawāin.	Badlapur.
Darsenda.	Mirzapur Chauhāri.	Bakshī.
Dabhaura.	Manjhanpur.	Chandwak.
Karwi.	Mau Aima.	Ghiswa.
Kālinjar.	Mufti-ke-purwa.	Gulzārganj.
Kamāsīn.	Mah.	Haveli Jaunpur.
Khandeh.	Manaurī.	Jalālpur.
Mānikpur.	Meja.	Kariyāt Dost.
Mau.	Naini.	Kariyāt Mendha.
Mārkundī.	Nahwāi.	Kutahan.
Marpha.	Nawābganj.	Kheta Sarai.
Pailāni.	Pachchim Sarāra.	Mariāhu.
Rājapur.	Phūlpur.	Machlishahr.
Sihonda.	Phāphāmau.	Munga Bādshāhpur.
Sítapur.	Rājghat.	Shahganj.
Simauni.	Sikandra.	Singrámau.
Tarhawan.	Shahzādpur.	Sikrāra.
<i>Allahabad District.</i>	Sarai Akil.	Sarai Mahi-ud-dīn.
Arail.	Soraon.	Zafarabad.
Atharban.	Sirāthu.	
Bārah.	Sarsa.	
	Shiurājpur.	

BENARES DIVISION.

<i>Azamgarh District.</i>	<i>Azamgarh District, (Continued.)</i>	<i>Azamgarh District, (Continued.)</i>
Atraulia.	Chirrákot.	Gopálpur.
Adampur.	Deogaon.	Kopáganj.
Azmatgarh.	Dohari Ghát.	Kauria.
Belhábáns.	Ghosi.	Mábul.

Spelling of proper  
names.

BENARES DIVISION—(Continued.)

<i>Azamgarh District,</i> (Continued.)	<i>Benares District.</i>	<i>Gorakhpur District,</i> (Continued.)
Maharājganj.	Athgaon.	Sháhjahánpur.
Muhammabad.	Barhwal.	Sidhua Jobna.
Mubárikpur.	Chandauli.	Tappa Bhawapár.
Mau.	Chetganj.	Tilpur.
Nizámabad.	Cholapur.	
Náthupur.	Dehát Amánat.	<i>Basti District.</i>
Nagara.	Dhús.	Aurangabad Nagar.
Phúlpur.	•Dasásamedh.	Amorha.
Sagri.	Huzúr Tahsíl.	Bánsi.
Sikandarpur.	Jáhpur.	Captainganj.
Sikandra.	Kaswár.	Domariaganj.
Turtipár.	Katehir.	Hasanpur Maghar.
	Kál Bhairon.	Khalilabad.
	Moghal Sarai.	Mansúrnagar.
	Mangári.	Minhdáwal.
	Phúlpur.	Mahuli.
	Rámnagar.	Ratanpur.
	Sultánipur.	Rasúlpur Ghaus.
	Sakaldiha.	
	Shiupur.	<i>Ghazipur District.</i>
	Sikraul.	Ballia.
	Sárnáth.	Dildárnagar.
	Sayyidrāja.	Dhánapur.
	Sighra.	Gahmar.
	<i>Gorakhpur District.</i>	Garha.
	Aonla.	Haldi.
	Bámsgaon.	Karanda.
	Barhgalanj.	Kharíd.
	Barhaj.	Korantadih.
	Bináyakpur.	Lakhnesar.
	Chillapár.	Lathiya.
	Deoria.	Muhammadabad.
	Dhuriapár.	Pachotar.
	Kasia.	Pahládpur.
	Majhauí.	Rasra.
	Mansúrganj.	Sayyidpur Bhítari.
	Parauna.	Suraha Tál.
	Pipráich.	Shádiabad.
	Rudarpur.	Zamániah.
	Silhat.	Zahúrabad.

JHANSI DIVISION.

<i>Jalaun District.</i>	<i>Jalaun District—(Cd.)</i>	<i>Jalaun District—(Cd.)</i>
Ata.	Ingoi.	Kotra.
Ait.	Itaura.	Mádhogarh.
Bhadek.	Jagamanpur.	Nipania.
Damrás.	Kúneh.	Orai.
Gopálpur.	Kálpí.	Rámpura.
Hadrakh.	Kanár.	Sayyidnagar.
Hardoi.	Kuthaund.	

## JHANSI DIVISION,—(Continued.)

Spelling of proper names.

<i>Jhansi District.</i>	<i>Jhansi District,—(Cd.)</i>	<i>Lalitpur District.</i>
Arjár.	Irich.	Bánsi.
Auldán.	Kachneha.	Bálábahat.
Barwa Ságar.	Kakarbai.	Banpur.
Barágaon.	Khailár.	Barauda.
Bhánder.	Mau.	Dongara.
Babína.	Meth.	Jákhlau.
Baghera.	Magarwára.	Lakhanjhír.
Chirgaon.	Mákhúán.	Mahroni.
Churára.	Pandwáha.	Máraura.
Garotha.	Pachwára.	Nárhát.
Gursarai.	Púch.	Siras Ghát.
	Ránipur.	Tálbahat.

## KUMAUN DIVISION.

<i>Kumaun District.</i>	<i>Kumaun District,—(Cd.)</i>	<i>Garhwál District,—(Cd.)</i>
Almora.	Milam.	Kotdwára.
Bhím Tál.	Náini Tál.	Lohba.
Barmdeo.	Naukuchia Tál.	Mána.
Bhábar.	Páli.	Níti.
Bágesar.	Pithorágarh.	Pauri.
Baijnáth.	Ránikhet.	Rudrprayág.
Champáwat.	Rámnagar.	Srinagar.
Chilkia.		
Gangoli.	<i>Garhwál District.</i>	<i>Tarúti District.</i>
Haldwáni.	Badrináth.	Billhari.
Háwalbágh.	Dasoli.	Bázipur.
Khurpa Tál.	Deoprayág.	Gadarpur.
Káli Kumaun.	Gangotri.	Jaspur.
Káládhungi.	Joshimath.	Káshipur.
Khátí.	Jamnotri.	Kilpuri.
Lohaghát.	Kedárnáth.	Nánakmata.
Malwa Tál.	Karnprayág.	Rudarpur.

## RIVERS.

Asan.	Chambal.	Kosi.
Abu Nála.	Chhoiya.	Kuwári.
Alaknanda.	Chandráwal.	Karmnása.
Burhganga.	Ganges (Ganga).	Khári.
Betwa.	Gangan.	Kharari.
Bánganga.	Gumti.	Karon.
Bhágirathi.	Garra.	Kanhar.
Bagar.	Gogra.	Khanaut.
Bhainsahi.	Gandak.	Ken or Kayan.
Besu.	Hindan.	Manáákini.
Belan.	Isan.	Pándhoi.
Bahgul.	Jumna (Jamuna).	Pahúj.
Bágain.	Jamuni.	Párbati.
Barma.	Krishni or Káfsuni.	Pindar.
Barna.	Káli.	Paisuni.
Chandraprabha.	Kátha.	

Spelling of proper names.

KUMAUN DIVISION.—(Continued.)

*Rivers,—(Continued.)*

Pánda.	Sarsa.	Sársa.
Rámanga.	Sindh.	Sasur Khaderi.
Rind <i>or</i> Arind.	Sarju.	Sai.
Rihand.	Son.	Tons.
Rápti.	Sahjád.	Utangan.
Suswa.	Sajna.	Udawanti.
Soláni.	Sukhi.	Yár-i-wafadár <i>or</i> Sot.
Sengar.		

SPELLING OF NAMES IN COORG.

R. A. C. Dept. Notn. No.  
237, 9th Sept. 1874.

662. I.—RIVERS, LAKES, BAYS, MOUNTAINS, OR HILLS.

<i>Rivers.</i>	<i>Mountains and Hills.</i>	<i>Mountains and Hills, (Continued.)</i>
Cauvery.	Brahmagiri.	Malambi.
Lakshmantirtha.	Benganad-male.	Pushpagiri.
Suvarnavati.	Horurnurokkal.	Somamale.
	Iggutappa-kund.	Tadiandamol.
	Kote-betta.	

## II.—STATES, PROVINCES, &c.

Coorg.

<i>Taluks.</i>	<i>Hoblis,—(Continued).</i>	<i>Villages,—(Continued).</i>
Kiggatnad.	Niddad-hobli.	Kodlipet.
Mercara.	Padinalk-nad.	Mercara.
Nanjarajpatna.	Ramaswamikanave-hobli.	Madenad.
Padinalknad.	Surlabbimut-nad.	Murnad.
Yedenalknad.	Tavu-nad.	Nalknad.
Yelsavirshime.	Tavalgerimur-nad.	Nápoklu.
	Ulgúlmudigéri-nad	Ponnápet.
	Yedenalk-nad.	Rámpur.
	Yeday-nad.	Suntikoppa.
		Somavarpet
		Shanivarsante.
		Titimati.
		Virarajendrapet.
	<i>Villages.</i>	
Ammatti-nad.	Armeri.	
Anjigeri-nad.	Boyikere.	
Benga-nad.	Bhavali.	
Beppu-nad.	Bhagamandal.	
Bettyat-nad.	Bollur.	
Bilahad-hobli.	Fraserpet.	
Gadi-nad.	Gaudhalli.	
Hururnurokkal-nad	Hatur.	
Hudikerikantmur-nad.	Hudikeri.	
Hattugat-nad.	Irpú.	
Kaggodl-nad.	Jambur.	
Kadyat-nad.	Kottúr.	
Kuyangeri-nad.		
Kodli-hobli.		
Madikerihaleri-nad		
Nanjarajpatna-hobli.		
		<i>Towns.</i>
		Colepet.
		Fraserpet.
		Kodlipet.
		Mercara.
		Somavarpet.
		Shanivarsante.
		Virarajendrapet



663. Staging bungalows are under the management of Deputy Commissioners, and should be frequently examined by them or their assistants.

664. They should be whitewashed annually, and always kept scrupulously clean.

665. The following is the order of the establishment :—

- 1 Khidmatgár.
- 2 Sweeper.
- 3 Bihishti.
- 4 Bearer.

If possible each bungalow should have Nos. 1 and 2 at any rate, and No. 3 if the funds will admit of it; if not, one can be called when a traveller arrives.

666. The following is the furniture sanctioned for each room :—

- 1 Pankah with ropes complete.
- 1 Darri.
- 1 Table.
- 3 Chairs.
- 1 Chárpái.

and for each bath room :—

- 1 Tub.
- 1 Cane-stool.
- 1 Commode.
- 6 Earthen water-pots.
- 2 Sarais.
- 1 Chilamchi.

There should also be some plain crockery and glass, knives, forks, and spoons; the forks and spoons of German silver, and two or more crockery teapots, as they are so much cleaner than metal ones. The quantity of these things must be regulated by the average number of travellers. They must all be kept scrupulously clean.

667. Such cooking pots as may be required should be provided. They should be of copper, and should be regularly tinned as often as may be necessary with reference to the degree in which they are used.

Circular 51 of 1886.

**Staging Bungalows.** A list of all the things belonging to the bungalow should be hung up in each room, and travellers be invited to send for the cooking pots and see that they are properly tinned, noting the result in the book. All civil officers visiting the bungalow should inquire into this point.

668. The bungalow rules should be hung up in each room.

669. There should always be one spare chárpaí in each well frequented bungalow.

**Stores—European  
or American.**

Finl. Dept. Res. No. 402,  
23rd May 1871.

670. "The Governor General in Council is pleased to issue the following instructions for restricting expenditure in India for European or American stores, including books and maps, and for ensuring the debit to provincial services or local funds of supplies which may be provided for them by the India Office."

II.—"With respect to books, it is laid down in a despatch from the

\* School books for the Educational Department, law books, periodicals, and other books of reference, including official publications, bearing on the work of the particular department which requires them.

"Secretary of State for India, No. 4, dated 4th January 1870, that when supplies of these\* are obtained from England, they should be procured, in accordance with existing rule, through the India Office and not direct from firms in England."

III.—"In the course of 1870-71, the Government of India reported to the Secretary of State that it had allowed exemptions from this rule in favour of the Trigonometrical and Geological Surveys and the Indian Museum, on the ground of the necessity of their being supplied with certain publications at the earliest possible date, and of the delays, which would seriously hamper the business of the departments (particularly the Trigonometrical Survey) if the ordinary routine for indents for Europe stores had to be observed by the departments in getting such supplies through the India Office."

IV.—"On a similar ground of delay, involved in the ordinary routine, and of the more economical arrangements which (it was held by the Punjab Government), could be made if the book depôt of that Government were allowed to deal direct with firms in England, the Government of India asked the Secretary of State to exempt the depot from the operation of his despatch dated 4th January 1870."

V.—“In his replies to these representations, the Secretary of State declined to modify his orders, and requested the Government of India to take measures for carrying out in all cases the instructions contained in the despatch of 4th January 1870,—arrangements having been made with Messrs. Allen and Company for the supply of all books required for India with the greatest possible despatch, and on terms even more favourable than those stated in paragraph 4 of my despatch above referred to.”

Stores—European  
or American.

VI.—“To obviate the delay inseparable from indents at fixed periods, the Secretary of State directed, as a preferable course, that when the supply of books required by a department has been sanctioned by the Government of India or by a local Government, a requisition for them should be forwarded in a Secretary's letter to the Financial Secretary in the India Office.”

VII.—“By the introduction of the scheme of provincial services, it has become necessary for the Governor General in Council to add these directions, that the application to the Financial Secretary in the India Office for books for the departments of education, police sanitation, vaccination, jails, or any other branch appertaining to provincial services or local funds, should be addressed in a letter separate from any pertaining to imperial services in India; and that a copy of the application relating to provincial services should be furnished to the local Accountants General, who should report annually to the Government of India in this department the instances in which it may be probable that the India Office has omitted to debit in the remittance account with India the cost of any supplies for provincial services or local funds. In debiting such cost to the provincial service or local fund concerned, the local Accountants General will add thereto the amount of loss by exchange on the Secretary of State's bills on India, which will have been incurred in paying for the supplies.”

VIII.—“These instructions provide for the bulk of the possible supplies of books from England. The remaining supplies, or those chargeable to *Imperial* services in India, will consist,—*firstly*, of regimental school books, which are charged in the Military Department; *secondly*, periodical or official publications, which should in all cases be obtained through the India office; *thirdly*, books of reference which, however useful or desirable, can await the regular course of supply prescribed in the sixth paragraph of this resolution; and

Stores—European  
or American.

"*fourthly*, other books of reference, urgently wanted for a particular occasion of adequate importance, but which are not obtainable for that occasion from any other Government office."

IX.—"The indents for the first kind of supply, or regimental school books, are regulated under rules in the Military Department; the requisitions for the second and third kinds will be made by the local Governments, or (for establishments under the Government of India) by the administrative departments of that Government, with the same attention to economy and jealousy of needless requisitions, as if the expenditure for the supplies continued to be charged in their respective budgets; while those authorities, or heads of departments, to whom they may delegate their power, will sanction, as a contingency, the expenditure for the fourth kind of supply, that is, for petty purchases in this country."

X.—"These directions apply equally to the supplies of books for provincial services, with the following modifications respecting books for the Education Department, viz :—

(1).—"The several book depots which are managed by Government officers should get their regular supplies of English books, and m/p's through the India office."

(2).—"In all cases in which the authorities who are competent to spend the allowance to a college or school, for a library or for prizes, can arrange for the cheapest mode of supply, viz., by a timely requisition for books from England, an order for the books should not be given to any firm in India or in England, but an application for them should be submitted through the local Government to the India office, in the manner prescribed in the seventh paragraph of this resolution."

(3).—"Bills for the cost of European publications purchased in this country, and not falling under clauses I. and II., may be passed for establishments of the Government of India by the administrative secretariats in the proper departments, and for other establishments, under any rules to be laid down by the local Government, which may be consistent with the general principle that books procured from England, to the order of Government officers, should be got

“through the India office, and that, in all practicable cases,  
 “this, the cheapest mode of supply of such books, should be  
 “preferred to local purchases.”

Stores—European  
 or American.

XI.—“For other articles of European or American manufacture,  
 “the following rules will be observed :—

- (1.)—“Valuable stores, such as machinery, important stores, or those  
 “of which the consumption is large, and other stores of cus-  
 “tomary supply from England, of which a stock has to be  
 “kept, should be obtained through the India office, and not  
 “Direct from the manufacturers in England. Such stores  
 “should not be purchased in India, except,—*firstly* (under  
 “sanction of the Government of India or the local Govern-  
 “ment, as the case may be); when stores indented for from  
 “England have not arrived, and inconvenience to the public  
 “service is anticipated from any delay in the supply;  
 “*secondly*, under sanction of the head of department when  
 “small supplies of stores, usually procured from England, are  
 “urgently necessary.”
- (2.)—“Purchases in this country are permitted—*firstly*, of perishable  
 “articles; *secondly*, of articles of occasional and uncertain  
 “consumption, in respect of which, if a department had to  
 “depend on England for its supply, it would have to retain a  
 “stock of every article that could possibly be wanted, not-  
 “withstanding the uncertain and casual demand for it. The  
 “Government of India, in its administrative departments,  
 “will define the articles which come under this rule, on the  
 “recommendation of local Governments or heads of depart-  
 “ments, and on the basis of the actual expenditure for a suffi-  
 “cient number of years. The orders passed should be commu-  
 “nicated to the Financial Department for information and  
 “for report to the Secretary of State for India.”
- (3.)—“Printing materials do not come within clause 2., nor do  
 “they fall completely under clause 1. Whenever they are  
 “obtained from England, they should be got through the  
 “Secretary of State; and local purchases of European print-  
 “ing materials for regular or extensive renewals should be  
 “avoided by timely application for the stores from England.”

Stores—European  
or American.

XII.—Rules for ensuring the debit to provincial services or local funds of public works stores supplied from Europe already exist; and if they require to be supplemented in furtherance of the rule in paragraph 11, section II. of this resolution, needful orders will be issued in that department.”

XIII.—“ For hospitals and dispensaries which are now merged in provincial services, European stores are obtained on indent of the Military Department, the services being charged with the supply. This course will continue, and indents for medical stores separate from the usual annual indents for such stores will not be forwarded to the Secretary of State by local Governments.”

XIV.—“ In the Police Department, the procedure of the Local Governments is not uniform. In the Bombay Presidency police clothing has, of late, been obtained from England through the India Office. In the Central Provinces, and it is believed in the Madras Presidency, the cloth for part of the uniform is obtained from the manufacturers in England. In all the provinces where this course obtains, the Local Governments and Administrations should arrange for complying with the imperative orders of the Secretary of State, and (as in the Bombay Presidency) obtain the cloth and other materials through the India Office, instead of direct from the firms. As a preliminary step, priced samples of the cloth and other materials should be sent for his decision on the rates at which the India Office will obtain the articles.”

XV.—“ For the Education Department, the instructions in paragraph 10, and for Jails the general instructions in paragraph 11, are sufficient.”

XVI.—“ As with the application for books for the Education Department (paragraph 7 of this resolution), so with stores for other civil provincial services,—the indents on the Secretary of State for stores for those services should be kept distinct from indents for imperial stores; and a copy or sufficient abstract of the first-mentioned indents should, at the time of their transmission to the Secretary of State, be sent to the local Accountants General as a check upon any possible omissions by the India Office to debit the cost of the supplies in the remittance account with India.”

XVII.—“Indents in the Civil Department for stores for imperial services, or applications to the Financial Secretary in the India Office for books for those services, should be superscribed imperial service.”

Stores—European or American.

671. “The Governor General in Council observes that the orders requiring the purchase of stores in Europe through the Secretary of State do not apply to independent and non-official corporations, such as Port Fund Commissioners or Municipalities, but that they do apply to all other local bodies. The general test should be the origin of the funds to be spent, and the nature of the control over them vested in the Government. If such funds are derived from a private source, as an endowment, or from self-imposed taxation, as in the case of Municipalities, and if the Government has no legal control over the administering body, it cannot interfere with it or direct it to procure stores by any particular channel. But when the funds are obtained by taxation imposed by the Government, whether such taxation be imperial, provincial, or district, and the action of the administrative body is subject to control by the Government, as is usually the case with Local Fund Committees, then the general rule should apply, and purchases in Europe should be made through the Secretary of State.”

Finl. Dept. Res. No. 721,  
3rd June 1873.

671A as 10470  
672. The following rules are prescribed for the conduct of suits to which Government is a party:—

Suits.  
Circular 32 of 1866.

*Rules for the conduct of suits in which Government is a party.*

I.—No suit on the part of Government can be instituted in the civil or regular revenue courts against any person, without the sanction of the Chief Commissioner.

II.—Whenever it appears to the Deputy Commissioner, or to the principal executive officer in any other department, that a suit on the part of Government ought to be instituted in the civil or regular revenue courts, he will make a report of the circumstances for the Chief Commissioner's order, submitting, at the same time, a copy of the proposed plaint, drawn up according to the requirements of the Code of Civil Procedure in the language in ordinary use in the court, together with an English translation, on half margin paper. The report must be full and complete, and must contain a clear statement of all the evidence by which the claim can be supported. If the claim is based upon a written document, a copy of the document must be sent. Copies of

**Suits.**

any other papers, the inspection of which is considered necessary to the elucidation of the case, must also be forwarded with the report.

III.—When any suit is brought against the Government in the civil or regular revenue courts, the Deputy Commissioner, or the principal officer of the department concerned in the case, will immediately enquire fully into the circumstances, and will submit, with the least possible delay, a full report to the Secretary to the Chief Commissioner.

IV.—If the Deputy Commissioner, or other officer as aforesaid, be of opinion that the suit should be defended on the part of Government, the following papers will invariably be sent with the report required by the last preceding section :—

1st.—Copy of the plaint, with abstract translation in English.

2nd.—Draft of proposed written statement to be tendered to the court in reply, under section 120 of the Code of Civil Procedure, in the language in ordinary use in the court, together with translation in English on half margin paper.

3rd.—Descriptive lists of all documents which it is proposed to file as evidence, or of which the production in court is required, as provided by sections 40, 43, 107 and 128 of the Code of Civil Procedure.

4th.—Copies of any papers, the inspection of which is considered necessary to the elucidation of the case.

V.—In preparing the written statement proposed to be tendered in reply, the requirements of section 123 of the Code of Civil Procedure must be carefully observed.

VI.—On the receipt of the reports referred to in Rules II. and III., the Chief Commissioner will issue explicit instructions regarding the institution or defence of the suit as the case may be. These instructions will specify the person to whom the conduct of the case, on the part of Government, will be entrusted. This person will ordinarily, but not necessarily, be the Deputy Commissioner of the district where the cause of action has arisen, or the principal officer of the department concerned.

VII.—In case of urgent necessity, where the delay necessary for reference to Chief Commissioner may be very prejudicial, the Deputy



Commissioner, or other officer as before said, may, on his own responsibility, file a suit, but he must immediately report having done so, and transmit full particulars as above.

VIII.—When any suit is filed on the part of Government, or Government determines to defend any suit brought against it, the officer in whose court the suit is cognizable shall at once report to the Commissioner, applying to have the case transferred for trial to some other competent court. This application must be on the ground that the Deputy Commissioner and the Judges presiding over the courts subordinate to him, being also executive officers of the Government, ought not to try suits in which the Government is directly concerned, and in which the cause of action arose in the district in which they are employed. The Commissioner will determine under section 20 of Act XIV. of 1865, whether he will withdraw the suit and try it himself, or whether he will refer it to some other court subordinate to him in some other district of his division.

IX.—On the receipt of the instructions referred to in Rule VI. the Deputy Commissioner, or other person entrusted with the conduct of the case, will be responsible for all further measures that may be required. He need not apply for fresh instructions from the Chief Commissioner during the progress of the suit, except in cases of doubt or difficulty. He will appoint a fit person to act as recognized agent for the Government in the suit, and will give such further instructions regarding the conduct of the suit as he may consider necessary.

X.—The Deputy Commissioner, or other person entrusted with the conduct of the case, will send immediate information to the Secretary to the Chief Commissioner of the judgment passed in the suit. If the decision be against the Government, and the institution of an appeal be considered desirable, a report must at the same time be submitted for the Chief Commissioner's orders, stating fully the reasons for which this course is recommended. With it the following papers must be sent:—

1st.—A copy of the judgment and decree against which it is proposed to appeal, with an English translation of the judgment, if it was not given in English.

**Suits.**

2nd.—Draft of proposed memorandum of appeal drawn up in accordance with the requirements of the Code of Civil Procedure, together with an English translation on half margin paper.

XI.—On the receipt of the report referred to in the last preceding rule, the Chief Commissioner will issue instructions in the manner described in Rule VI.

XII.—If the decision be in favour of the Government, and an appeal be made by the opposite party, the Deputy Commissioner, or other person who was entrusted with the conduct of the original suit, will take such measures as in his judgment may be necessary for defending the case in the appellate court. He need not apply for fresh instructions from the Chief Commissioner except in cases of doubt or difficulty.

XIII.—Rules X, XI, and XII, will also, *mutatis mutandis*, be applicable to the judgments of the appellate court, and to cases in which it may be considered necessary to prefer an application of special appeal, on the part of Government, to the Judicial or Financial Commissioner, or in which a special appeal is preferred by the opposite party.

XIV.—If a suit shall be brought against an officer of Government, and the Chief Commissioner considers that the act complained against was *prima facie* contrary to law and to the principles of justice, the suit will not be defended on the part of Government; but it will be left to the officer concerned to take such measures in the case, at his own expense, as he may think fit.

XV.—The above rules are not intended to apply to any suits which may be laid for or against Government in the settlement courts.

673. The same rules apply to suits to which municipalities are party, with this difference, that it is the consent of the Commissioner instead of the Chief Commissioner which is necessary. As regards municipalities therefore, the rules will be read as if the word "Commissioner" was substituted for "Chief Commissioner."

674. The following extract is published in order that revenue officers may be informed of the aspect in which any neglect of the conduct of suits in which Government is interested is regarded by the Secretary of State:—

*Extract paras. 3 and 4, from a despatch No. 24, dated 11th June 1868,  
from the Right Hon'ble the Secretary of State for India,*

Suits.

PARA. 3.—“I desire to be furnished with the names of the officers  
“through whose carelessness the Government appear to have suffered a  
“serious defeat in the suit alluded to in para. 5 of the letter from the  
“Secretary to the Board of Revenue.”

PARA. 4.—“It has been impressed on me by perusal of this and  
“some previous reports, that some of the revenue officers in the lower  
“provinces are not sufficiently conscious of the great responsibility and  
“importance of the duty imposed on them by the conduct and superin-  
“tendence of suits in which the Government is interested. I consider  
“it advisable that the Government of Bengal should call the particular  
“attention of its revenue servants to this branch of administration, and  
“warn them that it will not fail to manifest its severe displeasure  
“towards those, who, in future, shall evince in the performance of  
“their duties, any absence of due zeal, judgment, and activity.”

Thákur Kapil Náth Sahai Deo *versus* the Government of India.

“The terms of the order passed by the Hon'ble Justice Macpherson  
“upon the plaintiff's application in the case above cited necessarily  
“attracted at once the attention of the Government of India. In that  
“order Mr. Justice Macpherson blames the procedure of the Deputy Com-  
“missioner of Hazareebagh when the suit against Government was before  
“him ; and gives as one of the grounds upon which he removed this suit  
“to the Original Side of the High Court his opinion that the plaintiff  
“may now think that the Deputy Commissioner of Hazareebagh will be  
“unable to deal with this particular case on its merits with impartiality  
“and freedom from prejudice. Mr. Justice Macpherson disapproves par-  
“ticularly of the Deputy Commissioner's action in dismissing the plain-  
“tiff's suit by default, in refusing to restore it at once when the plaintiff  
“appeared, and in ordering part of the costs in a pauper suit to be realiz-  
“ed from the plaintiff while his application for restoration of the suit  
“was pending.”

Home. Dept. Res. No. 832  
14th May 1873.

II.—“His Excellency in Council has carefully considered the pub-  
“lished report of the case before the High Court, the explanation which  
“the Deputy Commissioner was desired to submit, the comments of

**Suits.**

"Colonel Dalton, Commissioner of Chota Nagpore, and the opinion upon these papers of His Honor the Lieutenant Governor of Bengal. While His Excellency acquits the Deputy Commissioner of any intentional bias, yet, looking to the whole proceedings in this suit before the Deputy Commissioner, to the mistake of law in assuming that the plaintiff's non-appearance left no option but to pass judgment against him in default, and to the Deputy Commissioner's subsequent refusal to cancel or interfere with his order for the recovery of stamp fees by Government, upon the erroneous belief that he had no power to do so, His Excellency in Council is constrained to agree that the Deputy Commissioner's proceedings were at these points open to serious misconstruction. And His Excellency considers that a judicial officer who exposes himself to the reflections cast upon the Deputy Commissioner's administration of the law by Mr. Justice Macpherson's order in this instance, must be held to have fallen short of a full and proper apprehension of his public duty."

III.—"His Excellency in Council desires that there may be no misunderstanding as to the views and wishes of the Government of India with respect to litigation in which the Government is concerned. In many parts of India the union of judicial with executive functions in one chief officer of a district is still, and may long be, inevitable; and His Excellency in Council trusts that all officers who exercise this double power realize the responsibility which it throws upon them for scrupulous observance of equity in all suits to which the Government which they serve is a party. To lean towards technical pleas in favor of Government, or towards technical obstacles against a suit which the Government defends, whenever such pleas or obstacles merely hinder a decision on the merits—to strain laws for the advantage of Government—all these things would be exactly contrary to the rule of judicial conduct which in such cases the Government desires to impose. And His Excellency in Council expects all officers to understand that the interests of Government are most effectually promoted by sedulously upholding this high standard of entire impartiality."

**Supplies.**

675. Supplies to troops will be furnished at the halting places specified on the indent of the officer commanding. The indent should reach the Deputy Commissioner in reasonable time beforehand,

676. If the indent is manifestly an extravagant one, the Deputy Commissioner should modify it.

677. An officer should be invariably despatched from the tahsíl, usually the peshkár, whose duty it will be to see that everything is properly supplied and paid for. If there should be any difficulty about the payment he will report to the commanding officer.

Supplies.

678. If the commanding officer has indented for articles which are not taken, and the people are put to real loss in consequence, the tahsíl officer should find out the loss and request the commanding officer to pay compensation. If the latter officer demurs, the peshkár will not press it, but report to the Deputy Commissioner. In such case, however, the peshkár will decline to give a receipt in full, and, in his receipt, will state that the claim for compensation was not satisfied.

679. If the troops are Europeans, and an European police officer is with them, he is bound to give all the assistance he can towards the settlement of the accounts.

680. The Deputy Commissioner is responsible that the troops meet with no impediment, and are supplied with what they have indented for on payment. He is also responsible that the people are duly paid.

681. District officers are to arrange that the grasscutters of regiments on the march, may on arrival at encamping grounds, be directed to the best places in the neighbourhood for cutting grass.

Circular 82 of 1870

682. Private property must of course be respected, but there is usually abundance of grass on the sides of the road and other public places, which can be made available for the regimental grasscutters.

683. Tahsildárs will not be appointed to the rank of Extra Assistant Commissioner until they have passed the lower standard.

Tahsildárs.  
Circular 28 of 1866.

684. Tahsildárs are the executive agents of Deputy Commissioners and directly responsible to them.

685. They are visitors of all schools within their jurisdictions.

Circular 3 of 1868.

686. They are also the executive officers of all municipalities within their jurisdictions, except at the sadr stations.

Circular 37 of 1868.

687. On judicial matters Tahsildárs invested with judicial powers are to be addressed by rubkári and on business relating to their executive duties by parwáná.

Circular 121 of 1870

**Tahsildárs.**  
Circular 44 of 1871.

688. The Chief Commissioner is pleased to authorize Commissioners to arrange for the transfers of Tahsildárs in their own divisions ; any transfers out of their divisions will be made by the Chief Commissioner.

689. Commissioners are also authorized to grant to Tahsildárs leave not exceeding three months.

690. All transfers made and leave granted under this order will be reported to this office at least ten days before the close of each quarter, for the purpose of correcting the civil list.

**T'alukdárs.**  
Circular 21 of 1861

691. When T'alukdárs have estates in more than one district, they are ordinarily to be communicated with through the Deputy Commissioner to whom they pay their revenue.

Circular 168 of 1860.

692. Orders are to be conveyed to them ordinarily by a letter addressed to them by the Deputy Commissioner, and not by parwáná or through Tahsildárs.

Circular 12 of 1871.

693. On the death of a T'alukdár a report is to be immediately made to the Secretary to the Chief Commissioner, and the name of the successor communicated.

Circular 49 of 1871.

694. Rules framed under section 20 of Act XXIV of 1870, *viz.*, an "Act to relieve from incumbrances the estates of T'alukdárs in Oudh" :—

I.—Every application to the Chief Commissioner under section 3, Act XXIV of 1870, shall be presented to the Deputy Commissioner, who will forward it with his opinion to the Commissioner, for submission to the Chief Commissioner, and shall be accompanied by a statement of the debts and liabilities other than those due or incurred to Government, together with the names of the creditors and the approximate date on which each debt was incurred.

II.—Subject to such orders as the Chief Commissioner may from time to time issue, Commissioners of Divisions will exercise control over the management of estates in their respective Divisions.

III.—Subordinate establishments will be appointed by the Manager Talukdars.  
with the concurrence of the Commissioner.

Valid security will be required from subordinates placed in positions of responsibility or trust.

IV.—To every Notice published under section 6 of the Act shall be appended a copy of sections 7 and 24.

The Notice shall be published in at least two of the Vernacular Newspapers of the province, and shall be made known in such other manner as the Manager shall consider most effectual.

V.—When an estate is restored to the proprietor in accordance with section 12 of the Act, notice of the restoration shall be made public in the manner prescribed in preceding rule, and shall also be published in the local *Official Gazette*.

VI.—On the publication of the order mentioned in section 3 of the Act, the Talukdár, or his legal representative, shall be required to deliver to the Manager, within 15 days, all accounts and other papers connected with the management of the estate.

VII.—In determining the amount of debts and liabilities under section 9 of the Act, claims equitably due shall be admitted by the Manager if acknowledged by the Talukdár, or his legal representative, notwithstanding the existence of some legal defence, such as limitation or insufficiency of stamp.

VIII.—When the amount of any debt, both principal and interest, has been determined, the Manager may direct that interest, at a rate not exceeding six per cent. per annum, shall be paid on the aggregate sum declared to be due from the date of decision till the date of payment.

IX.—Notice shall be given to each creditor of the date on which the orders of the Manager will be passed on his claims; and a copy of the Manager's decision shall be prepared within three days of the date thereof for delivery to the creditor upon application.

T'ahkdars.

X.—When submitting the scheme mentioned in section 11 of the Act, the Manager shall note the order in which he proposes to pay the admitted debts. Provided that preference shall be given, *1stly*, to claims of mortgagees removed from possession under section 17 of the Act; *2ndly*, to decrees of Court; and, *3rdly*, to bond-debts.

XI.—Applications by the Manager under section 17 of the Act, that a mortgagee may be removed from possession, shall not be made without the sanction of the Chief Commissioner.

XII.—The power to lease under section 18 of the Act shall be subject to the following provision:—

No lease in consideration of a fine shall be given for a term exceeding five years without the sanction of the Chief Commissioner.

XIII.—So far as may be practicable, arrangements for the management of any estate should be made in consultation with the owner thereof, and his assent be obtained before proposals are submitted for the sanction of superior authority.

Telegraph.  
Circular 44 of 1860.

695. The following rules for the transmission of service messages by telegraph, passed by His Excellency the Governor General of India in Council on the 1st April 1859, are published for guidance:—

“The Governor General in Council finds it necessary again to call attention to the rules of the Electric Telegraph Department, applicable to service messages.”

II.—“The periodical inspection of service messages undertaken in Calcutta, shews that it is still a common practice, on the part of Secretaries to Government, heads of departments, officers commanding regiments, and other public officers, to communicate, regarding applications for leave of absence and applications for appointments, by telegraph, on the public service.”

III.—“Such communications are in fact very rarely required in the interests of the public service. In nine cases out of ten they are made for the private convenience of the party concerned, and therefore the messages ought not to be sent at the public expense.”



IV.—“If an officer seeking leave or applying for an appointment desires to receive a reply by telegraph, he should pay for the reply himself, for no such message can properly be sent at the public expense, unless it be so sent because it is in good faith believed that the interests of the public service require it.”

V.—“The extent of evil which results from the irregular practice above noted may not readily strike an individual public officer, who may perhaps only send one or two such messages in a month. The evil however, is in reality a very great one, for the irregularity is found to be prevalent throughout India, wherever telegraphic communication is available, and thus probably not a day passes, that private messages which have been paid for, and messages which are really on the public service, are not delayed in transit by the passage of some of these unpaid private messages improperly sent on the public service.”

VI.—“The difference between the post office, and the telegraph in this matter is obvious, though there is reason to suppose that it is not always borne in mind. No one communicating with Government or with any public functionary is entitled to expect a reply by telegraph. *The telegraph is an extraordinary means of communication which is not intended to be used in the transaction of public business, except on urgent and important occasions, and when the saving of time effected by the telegraph is of real importance to the public interests;* and it is of the utmost consequence to the interests of the general public, and also as regards the economical working of the telegraph, that this rule should be rigidly observed by all public officers, and especially by those who hold posts of authority.”

VII.—“Another common and very serious evil in communicating by telegraph on the public service is the entire absence of any care to express the messages in the fewest possible words. It should be always borne in mind that a message should consist of as few words as are consistent with a clear rendering of its meaning. It cannot be too strongly impressed on public officers, that communications by telegraph must be conveyed in a style altogether different from that which is usual in postal communications. Brevity, next to clearness, must be considered the most important consideration in telegraph messages.”

696. The following code names are to be adopted in drafting official telegrams :—

**Telegraph.**

In the case of telegrams sent out for delivery, the terminal station will endorse the full designation of the addressee of the message envelope.

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**ABBREVIATED ADDRESSES IN STATE TELEGRAMS.**

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<i>Full official Title.</i>	<i>Code designation.</i>
Accountant General, .. .. .	Accts.
Accountant General Public Works Department, ..	Accts. Works.
Do. Military Department, ..	Accts. Mily.
Adjutant General of the Army, .. .. .	Adj. Gl.
Agent Governor General, .. .. .	Agent G. G.
Chief Commissioner, .. .. .	Chf. Comr.
Chief Secretary to the Government of Madras, ..	Madras.
Do. do. Bombay, ..	Bombay,
Collector of Customs, .. .. .	Customs.
Commander-in-Chief India, .. .. .	Chief.
Do. Madras or Bombay, ..	Army.
Commissary of Ordnance, .. .. .	Arsenal.
Commissioner, .. .. .	Comr.
Commissary General, .. .. .	Comy. Gl.
Commissariat, .. .. .	Comt.
Compiler of Postal Accounts, .. .. .	Accts. Post.
Comptroller General, .. .. .	Accts. India.
Controller of Military Accounts Madras or Bombay,	Cr. Mily.
Do. of P. W. Accounts, .. .. .	Cr. Works.
Director General of the Post Office, .. .. .	D. G. Post.
Director of Transports at the Admiralty, ..	Transports.
District Superintendent of Police, .. .. .	S. Police.
Executive Engineer, .. .. .	Ex. Engr.
Government Examiner of Railway Accounts, ..	Govt. Exr.

<i>Full official Title.</i>	<i>Code designation.</i>
Governor of Madras or Bombay, .. ..	Governor.
Grand Master Star of India, .. ..	Star.
Head Commissioner Paper Currency,.. ..	Currency.
His Royal Highness the Field Marshall Command- ing-in-Chief, .. ..	Chief.
Inspector General of Hospitals British Troops, . . .	Hospitals British.
Do. of Hospitals Indian Medical Service, Hospitals Indian.	
Do. of Jails, .. ..	Jails.
Do. of Ordnance, .. ..	Ordnance.
Do. of Police, .. ..	Police.
Do. of Registration, .. ..	Registration.
Lieut.-Governor of Bengal, N.-W. Provinces or Punjab, Lt.-Govr.	
Master Attendant, .. ..	Marine.
Military Secretary to Viceroy, .. ..	M. S. G. G.
Officer in charge of Treasury, .. ..	} Treasury.
Treasury Officer, .. ..	
Political Resident Persian Gulf, .. ..	Resident.
Political Agent, .. ..	Agent.
Post Master, .. ..	Post.
Post Master General, .. ..	Post Gl.
Private Secretary to Viceroy, .. ..	P. S. G. G.
Do. to Governor of Madras or Bombay or to Lieut.-Governor of Bengal, N.-W. Provinces or the Punjab, .. ..	P. S.
Quarter Master General of the Army, .. ..	Q. M. Gl.
Resident at Aden, .. ..	Resident.
Resident Transport Officer Bombay, .. ..	Transports.
Do. do. in Egypt, .. ..	do.
Secretary of State for India, .. ..	Secy.
Do. War, .. ..	War.
Secretary to Chief Commissioner, Oudh, .. ..	Oudh.
Do. do. Central Provinces, .. ..	C. P.
Do. do. British Burmah, .. ..	B. B.

## Telegraph.

<i>Full official Title.</i>	<i>Code designation.</i>
Secretary to Government of India, Department of Revenue, Agriculture & Commerce, ..	.. Commerce.
Do. Financial Department, ..	.. Financial.
Do. Foreign do., ..	.. Foreign.
Do. Home do., ..	.. Home.
Do. Military do., ..	.. Military.
Do. Public Works do., ..	.. Works.
Secretary to Government of Bengal, ..	.. Bengal.
Do. do. P. W. Dept., ..	.. Bengal Works.
Secretary to Government of Bombay, ..	.. Bombay.
Do. do. Military Department, ..	.. Bombay Mily.
Do. do. Public Works Dept., ..	.. Bombay Works.
Do. do. Political, Secret, Judicial and Educational Department, ..	.. Bombay Political.
Secretary to Government of Madras P. W. Dept., ..	.. Madras Works.
Do. do. Military Department, ..	.. Madras Military.
Do. do. Revenue Department, ..	.. Madras Revenue.
Secretary to Government of the N.-W. Provinces, ..	.. N.-W. P.
Do. do. Public Works Dept., ..	.. N.-W. P. Works.
Secretary to Government of the Punjab, ..	.. Punjab.
Do. do. Public Works Dept., ..	.. Punjab Works.
Viceroy, ..	.. Viceroy.

*Prefix designations which may be used in combination with any of the above.*

Assistant, ..	.. Asst.
Deputy, ..	.. Dy.
Head, ..	.. Hd.
Officiating, ..	.. Offg.
Officer in charge of Office of, ..	.. Office.

697. "Madras time i. e., telegraph or Railway time, is to be generally adopted in India."

698. Town duties may be levied in Oudh under paragraph 19 of the Government letter No. 12, dated 4th February 1856, or under Act XV of 1873, in any place into which that Act may have been introduced.

699. They are on no account to degenerate into a transit duty.

700. Chungi is a percentage on the price of articles sold, levied at the time of sale. It is prohibited by the Government of India.

701. Octroi is a tax on articles brought into the town, levied at the barrier.

702. Town duties are only to be collected on articles brought into the town for consumption, or use.

703. Wherever the tax is an octroi there is to be a bonded warehouse, which will be in the shape of an enclosed market or ganj, in which the export trade may be carried on. Goods which are intended for export sale will be taken under a pass to the bonded warehouse. If sold for export they will be sent under a pass beyond the barrier. If sold for consumption in the place they will pay duty before removal from the bonded warehouse.

704. Leases of town duties are disapproved of by the Chief Commissioner. Octroi should be collected direct. This mode of taxation is therefore only suited to large towns.

705. The schedule of duties in all cases must be sanctioned by the Chief Commissioner before it can be put in force.

706. The following Resolution of the Government of India in the Home Department, is published for information and guidance. It may be summarized.

*First.*—Chungi is absolutely prohibited.

*Second.*—Octroi may be levied only upon such articles named in Rule I, as do not come under Rule II.

*Third.*—Tolls are forbidden, except at bridges, and there only to the amount necessary to repay the original outlay, if such should have been incurred by the municipality, and to keep the bridge in repair.

## Town-Duties.

Home Dept. Res. No.  
4444, 6th Nov. 1868.

*Fourth.*—All Government stores and property are exempt.

RESOLUTION.—“The Governor General in Council desires to call the attention of local governments and administrations to the subject of municipal taxation, and more especially to that portion of it which is levied under the name of octroi or town duties.”

II.—“In the Resolution of the Government of India in the Financial Department, published in the *Gazette of India* on the 14th September 1864, it was stated as follows:—

“Town duties are very effective for raising money. They existed under the native *regimé*, under the name of chungi, or handful, implying that everything that passed had to pay a small contribution, and in some parts of India they are more popular than direct taxes of any kind. If they could be confined to things consumed in the town without interfering with the transit trade, they would be only open to the objection that they fall in undue proportion upon the poor. But after a full trial of this tax in Bengal and the North-Western Provinces, it was abolished in 1835, as being alike injurious to the general trade and to the towns immediately affected, and as not being capable of effectual remedy by any contrivances of bonded warehouses or drawbacks. Town duties have been lately re-established as a municipal tax in many places in the North-Western Provinces, Oudh, and the Punjab, and the old vice of interference with the general trade immediately re-appeared, with the additional aggravation that this time the public at large were mulcted for the advantage of local interests. It was proposed to build a bridge over the Jumna at Agra at a cost of £80,000 out of municipal funds. The ample resources of the new municipality were explained by the table of duties. Among them was a duty upon all the cotton brought to Agra to be sent to Calcutta by rail or river. Soon after, the commanding officer at Cawnpore, as the head of the local municipality, was reported to have ordered a similar duty to be levied. The unchecked multiplication of these local exactions would soon reproduce the worst evils of the old transit and town duties.”

“The town duties which were abolished in 1835 were levied only upon eight articles of local consumption; but there appears to be no limit to the number of articles upon which they are exacted since they have been revived as a municipal tax. There are 197 articles, many

"of which branch out into numerous sub-divisions, upon which town duties are levied in zillah Sitapur, in Oudh; and at Broach they amount to 182 under the head of "articles imported for consumption," 5 under "raw material imported to be manufactured," and 51 under "articles (the produce or manufacture of the place) exported," or 238 in all, without including sub-divisions. This multiplication of petty exactions is open to great objection. The tax ought to be confined to a few articles of local consumption, such as ghee, fire-wood, fruit, vegetables, fowls, eggs, and animals for slaughter, which do not enter into the general trade of the country, and which, being recognizable at first sight, do not involve the stoppage and search of other commodities."

III.—"In the foregoing extract the proper principles on which octroi duties should be levied are clearly defined. Such duties should be restricted to articles actually consumed in the town, and should not be imposed upon articles of general commerce, or interference with the natural course of transit trade."

IV.—"The Government of India has reason to believe that these sound principles, the truth of which has been established by the prolonged experience of those countries of Europe in which octroi duties form commonly a source of municipal revenue, have been frequently lost sight of, and that to meet the burden of an annually-increasing expenditure upon police, education, or sanitary improvements, a widespread system of taxation has been introduced, injurious to interests on which the burden in a great measure falls, and standing in the way of the proper development of the commerce of the country. It is to little purpose that the imperial Government reduces or abolishes customs duties in the interests of trade, if municipalities are permitted to levy duties on articles of commerce passing through their limits."

V.—"In all parts of India municipal taxation is largely on the increase, and there is a growing tendency to overlook, for the sake of small local improvements, the real injury that is being inflicted upon important general interests."

VI.—"The Government of India does not consider it necessary to recapitulate here any of the standard arguments against transit duties. Such duties have long since been condemned by universally-accepted maxims of policy, and it will be more to the purpose to give a few out-

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"of the many instances that might be chosen to show how fundamentally these maxims have been violated, and how necessary the interference of the Supreme Government has become."

VII.—"At Kurraḡhee a large proportion of the municipal revenue has for some years been derived from duties which are in fact transit duties on the trade passing through that town and port. Propositions have lately been made to authorize this system by fresh legislation, and to impose, for local purposes, taxes on metals, cotton, piece goods, cloth, wool, grain, hides, indigo, timber, and many other commodities entering into the wholesale general trade of the country. There is reason to believe that much of the produce that is taxed is not even taken into the town, but is carried directly from the railway station to the ship by which it is exported."

VIII.—"At Bombay the municipality has lately proposed a scheme for levying transit duties in the most naked form on cotton, opium, and metals passing through the town."

IX.—"At Madras, an Act has been passed containing a provision for enabling the municipality to levy a sea-toll, at the rate of four annas per ton, on every boat or raft carrying merchandize or baggage to or from the town. In giving his assent to this Act on the 5th September 1867, His Excellency the Governor General issued the following instructions:—"This toll appears to the Governor General to be a mere impost on trade for the purposes of the municipality in return for no service whatever. It is in fact, an almost undisguised transit duty, and under circumstances in which such an impost is least excusable.  
" \* \* \* Such a bill is, moreover, generally contrary to public policy: it defeats the object which the Government of India has in view in the interest of trade, in reducing and abolishing customs duties, and therefore, while the Governor General is unwilling to withhold his assent to the Act on account of the provisions in question, he thinks it right to desire that the power of levying sea-tolls conferred by them may not be exercised."

X.—"In the Central Provinces town duties are collected in all the principal towns, and it has been found impossible to prevent them from occasionally degenerating into transit duties on some of the articles taxed."



XI.—“The same is true in the North-Western Provinces. In Agra, one of the great *entrepôts* of the trade between the British territories and Gwalior and Rajpootana, sugar is taxed by the municipality although not intended for consumption in the town, and although the day after its arrival it may change hands and be sent off to Rajpootana.”

XII.—“The principle on which these duties are levied in Oudh and the Punjab is the same. In Oudh, during the prevalence of the late famine in Behar, Tirhoot, and Bengal, when an immense exportation of grain was going on to supply the wants of the latter provinces, duties, which could not properly be called anything but transit duties, were systematically levied in several places on every cart-load and boat-load of grain that was exported. Similar transit duties were levied not long ago on timber brought from the Oudh forests for exportation to distant markets.”

XIII.—“It is believed that Bengal is the only province in this presidency to which similar remarks would not be more or less applicable.”

XIV.—“That this system of taxation should in so short a time have acquired such wide-spread development is easily accounted for. No imposts are so generally popular among the more influential classes in towns. They yield large revenues, they provide the means for carrying out many local improvements, and in so far as they are really transit duties, they enable the towns-people to make others bear the burden of taxation which should properly fall upon themselves.”

XV.—“And it would seem that not only have some of the proper principles of municipal taxation been thus lost sight of, but in many parts of India a fundamental principle of taxation has also been disregarded. It has always been held as one of the criterions of a good tax that it should take as little as possible above what it brings into the treasury; in other words that the cost of collection should be reduced to a minimum. From a return recently received from the North-Western Provinces, it appears that in some instances the cost of collecting municipal duties has reached 33 per cent. of the receipts, and the average cost is nearly 20 per cent. This mainly arises from the fact that these duties are levied in many places where the population is small. It is clear that it is only in important towns, where the consumption of the people is large, that such a system of taxation can under any circumstances be appropriate or profitable.”

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XVI.—“For these reasons the Government of India desires to call the attention of all local governments and administrations to the wide departure that has of late been allowed from the principles enunciated in 1864 and quoted at the beginning of this resolution. Whereas it was intended that town duties should be strictly limited to articles actually consumed in towns, or put to a final use in them, and that all interference with trade should be scrupulously avoided, a system has grown up under which the burdens necessary to meet purely local wants have been in a great measure transferred by local authorities to other people.”

XVII.—“The Resolution of 1864 specifically pointed out the articles to which municipal taxation should be confined, and what has been above stated shows the necessity of repeating those instructions.”

XVIII.—“It is essential that town duties on articles of consumption should fall entirely on the population of the town for the benefit of which such taxation is imposed. Similar duties, as stated by Sir C. Trevelyan in his financial statement of April 1864, were abolished thirty years ago, because it was found that they interfered with the free course of the general trade through the principal marts. “The principle,” he said, “that town duties are a tax on the consumption of the towns for whose benefit they are levied, and that they should on no account be extended to any article belonging to the transit or general trade, ought to be jealously guarded.”

XIX.—“If these principles be strictly acted upon, and the duties be moderate in amount, the Governor General in Council is of opinion that there is in many parts of India nothing objectionable in this system of taxation for local purposes.”

XX.—“In wealthy communities, like those of Europe, it may be admitted that the balance of argument is in favour of raising municipal revenues by direct taxation only, and leaving the local trade entirely free. But in so poor a country as India, it will, in the judgment of the Governor General in Council, be more commonly the best course to combine direct with indirect taxation; for by this means alone can a sufficiently broad base be secured for raising a sufficient income without undue pressure on individuals. So long as octroi duties on grain and other articles of consumption are kept at a moderate rate, they do not injuriously affect small retail transactions with which the poorer

"classes are mainly concerned. That such duties are commonly far more popular in India than any direct taxation, is a strong argument in their favour, and the prejudice against them founded on the common practice of England should not be allowed to prevent their introduction under suitable limitations, where there is reason to think that the general feeling would be to prefer them to other forms of taxation."

XXI.—"The Government of India also desires to point out that a municipal body can have no claim to take tolls on traffic entering its boundaries by roads or canals. Such imposts are merely a means of raising money from the commerce of the country for the benefit of the town in which they are levied. It may be quite legitimate for a municipality to levy a toll on a road or bridge constructed within its own limits and for the convenience of the town; but when the cost of the work has been recovered, the road or bridge should be thrown open to the public, or the toll reduced to the minimum necessary to keep the work in proper repair."

XXII.—"The Government of India does not forget that if municipal taxation be thus regulated, there may be in some places a considerable decrease of municipal revenues."

XXIII.—"There may be consequent difficulty in meeting the necessary charges on account of police establishments which are now paid from municipal funds."

XXIV.—"It will be for local governments and administrations to review the whole question of municipal taxation and expenditure, and the Government of India will be prepared to consider any well-founded claims for assistance from the imperial revenues in bearing the charges for town police, when it can be shown that the observance of the principles laid down in this resolution renders it proper to revise the existing adjustment of the shares of those charges between the Government and the municipality."

XXV.—"The Governor General in Council therefore prescribes for general adoption the following rules. He requests that the existing practice may be brought into conformity with them, and that they may not be deviated from, without the previous sanction of the Government of India:—

**Town Duties.**

(1).—"Subject to the limitations contained in Rule II, no town duty or cess under any name shall be levied by any municipal body on any commodity not included in the following list, viz:—

- (1.) Articles of food or drink for men or animals.
- (2.) Animals for slaughter.
- (3.) Articles used for fuel, for lighting, or for washing.
- (4.) Articles used in the construction of buildings.
- (5.) Drugs, gums, spices and perfumes.
- (6.) Tobacco.
- (7.) Piece goods and other textile fabrics and manufactured articles of clothing and dress.
- (8.) Metals and articles of metal.

Home Dept. letter No. 90,  
6th Jan. 1871.

*Proviso.*—"No duty shall be levied on any article falling within classes 7 or 8 at a rate exceeding one and a half per cent. *ad valorem*."

(2).—"No such duty shall be levied on any of the following articles, viz:—

- (1.) Articles liable to customs duty, and imported into India by sea other than articles included in classes 7 or 8, Rule I.
- (2.) Salt.
- (3.) Opium.
- (4.) Fermented or spirituous liquors manufactured in India, and drugs liable to excise or *abkari* duty.

(3).—"No such duty shall be levied, excepting on things brought into a town for actual use or consumption therein. No such duty shall be levied on goods which, being brought into a town, shall be again exported, even though such goods shall have changed owners in the town. On the exportation of dutiable goods, the exporter shall be entitled to a refund of the amount of duty proved to have been paid on the import of those goods; a minimum sum, below which no refund shall be so claimable, being fixed with the approval of the local government."

(4).—“Every municipality by which such duties are levied, will  
“provide, in such a manner as the local government  
“may think fit, proper accommodation for the storing in  
“warehouses or otherwise, of articles in transit, liable to  
“duty, but not intended for use or consumption within  
“the limits of the municipality. Reasonable fees may  
“be charged on articles stored in places provided under  
“this rule for the accommodation of traders.”

(5).—“No duties shall be levied on sales, or other trade transactions,  
“of the kind known under the name of chungī, &c.,  
“nor any imposts on trade other than duties authorized  
“under these rules.”

(6).—“No toll shall be levied by any municipality on any person,  
“animal, or thing on entering the municipal limits or  
“passing along any road, canal or river within those  
“limits; provided that this rule shall not prevent the levy  
“of special payments, under lawful authority, for the use of  
“any bridge, quay, wharf, lock, or other work constructed or  
“maintained at the cost of the municipality.”

(7).—“No town duty or toll shall be levied on goods, vehicles, &c.  
“*bona fide* the property of the Government, brought  
“within the municipal limits for the exclusive and  
“direct use of Government. When the Government takes  
“delivery of goods from a dealer or contractor within  
“municipal limits, the above exemption shall not apply.”

707. IV.—“I am directed to forward, for the information of the  
“Chief Commissioner, an extract from a letter No.  
\* Paragraphs 1 to 6. “2102, dated 29th November 1870,\* from the Punjab  
“Government, to the Government of India in the Home Department,  
“and copy of a letter from the Financial Commissioner of the Punjab,  
“dated 28th October 1870. The instructions issued by the Lieutenant-  
“Governor of the Punjab for preventing the levy of octroi becoming  
“a transit duty appear to the Governor General in Council to be very  
“judicious.”

V.—“His Excellency in Council quite concurs with the Lieutenant-  
“Governor in thinking it necessary that no municipality should be

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" allowed to levy octroi on articles of through trade, unless it has been  
 " certified, to the satisfaction of the Local Government, that adequate  
 " arrangements have been made by means of bonded warehouses, or  
 " drawbacks, or otherwise, for exempting from duty articles declared to  
 " be in transit through a town, or which the owners have no immediate  
 " intention of selling for local consumption. Thus, for example, in a  
 " town where there is a large through trade in corn and sugar, not only  
 " would the municipality (under the rules which already exist) be bound  
 " to make proper arrangements to prevent the taxation of corn and sugar  
 " not intended for consumption within the limits of the town, but it  
 " would be prohibited from levying duties on those articles even when  
 " they were solely intended for local use, unless the Local Government  
 " was satisfied that complete arrangements had been made for the pro-  
 " tection of the through trade."

*From J. A. E. Miller, Esq., Secretary to Financial Commissioner,  
 Punjab, to the Secretary to the Government of the Punjab and its  
 Dependencies, dated Lahore, the 28th October 1870, No. 718.*

" In compliance with your No. 518 of 8th March 1870, regarding  
 " refunds of octroi duty on goods re-exported from municipal limits, I am  
 " directed to submit the accompanying statement prepared from the replies  
 " and returns of Deputy Commissioners, furnished in accordance with Cir-  
 " cular 11 of 16th March 1870, a copy of which is also enclosed."

II.—" There are 196 municipalities mentioned in the statement, in-  
 " cluding a few blank entries. The amount of goods imported and duty  
 " charged has in almost all cases been given; but the columns for re-export  
 " and refunds are in most cases blank."

" Refunds were allowed in 1869-70 chiefly in the following places:—

Hissar,	...	...	Rs.	54
Hansi,	...	...	"	157
Bhewanee,	...	...	"	439 chiefly on ghee.
Sirsa,	...	...	"	243
Jugadwee,	...	...	"	42
Hurriana,	...	...	"	437 (on sugar.)
Tanda, &c., (Hooshyarpore,)	...	...	"	300
Dussoah,	...	...	"	40
Gurdeewalla,	...	...	"	504

"Attock (Rawul Pindie) large re-export of grain, &c., shown, but no  
"refunds. Entries doubtful."

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Huzroh, ...	...	do.	...	do.
Futtehjung,	...	do.	...	do.
Kullur, ...	...	do.	...	do.
Kaboota, ...	...	do.	...	do.
Hussunabdal,	...	do.	...	do.
				Rs.
Saiwal (Shahpoor),	...	...	...	77
Jhung, ...	...	...	...	88

"Umritsur, Lahore, and Peshawur, where there are considerable octroi  
"duties, have furnished blank returns."

III.—"It must be remembered that the new system of duty pre-  
scribed in Government of India Resolution No. 4442 of 8th November  
1868, was not in force in all districts throughout the year 1869-70. It  
has only been pretty uniformly enforced since 1st April 1870."

IV.—"In most places where the octroi duties were leased to a con-  
tractor, it is reported that no refunds were asked for, even when it was  
known that they might be obtained on application. The Deputy Com-  
missioner of Sirsa remarks that octroi duty, to the extent of Rupees  
33,061, was charged on grain, most of which was re-exported to the  
neighbouring Native States; but no refunds were allowed or applied  
for. He observes also that the profits of merchants depend on rapid  
transport, and sale of their goods; and provided they can secure these  
ends, the refund of any duty to which they may be entitled is a  
secondary consideration, and is not thought worth the delay and trouble  
that must be incurred to obtain it. This appears to be a very general  
feeling. In most places, it is reported that octroi is taken on goods  
consumed within the municipality only, and that goods passing through  
are not taxed, or interfered with, and that therefore no refunds are  
necessary. But in some places, it is admitted that the tax is taken  
on goods that change hands in the city and are re-exported. For in-  
stance, in Jhelum, 27,846 maunds of salt were imported, on which  
Rs. 1,854 was paid as octroi duty; but the Deputy Commissioner be-  
lieves, and he is clearly correct, that this quantity of salt could not  
possibly have been consumed in the town, and most of it, must have  
been re-exported. Similarly, with 49,587 maunds of fibres and 208,587

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" maunds of grain imported into Pind Dadan Khan, and taxed, and  
 " 18,433 maunds of grain imported into Ahmedabad."

" In Rewaree, a large trading city in Goorgaon, no refunds were  
 " allowed last year, when the contract system was in force; but since  
 " April 1870, when the management has been held direct, refunds have  
 " been made, amounting in three months to Rs. 450."

V.—" In most places where the question of bonded warehouses has  
 " been taken into consideration, the feeling of the merchants was opposed  
 " to them,—the chief objections being that they cannot look after their  
 " goods when in such custody, and that they are liable to deteriorate if  
 " not looked after. Merchants prefer to take their goods to their own  
 " houses or shops, and in many cases they will rather pay the octroi  
 " duty, with or without a subsequent refund, than send them to a Gov-  
 " ernment bonded warehouse."

" The only place where a bonded warehouse has been really success-  
 " ful is Delhi. The following remarks of the Commissioner (Colonel  
 " Young) on this subject, in which the Financial Commissioner concurs  
 " generally, are worthy of attention :—

" The bonded warehouse at Delhi is a magnificent enclosure opposite  
 " the gates of the railway station, and there is no hardship in demand-  
 " ing of every municipality a warehouse suited to its requirements, which  
 " may be entered and left without payment of octroi under Rule III,  
 " paragraph 25, Supreme Government Notification No. 4442 of 8th  
 " November 1868: such a building pays an interest upon its cost. But  
 " I beg to express my opinion that to allow a refund to those traders  
 " who have taken their goods to their own houses (under Rule IV. of the  
 " same Resolution) is unwise. There is no great hardship, nor with pro-  
 " per bonded warehouses any great restraint upon trade, in requiring all  
 " traders to make up their minds from the first whether their goods are  
 " to be consumed in their town or not. They should keep the mass of  
 " their goods in the bonded warehouse, and only take to their shops  
 " from time to time such quantities as they can sell. This plan may  
 " not suit the seaport cities; but it would suit even such a city as Delhi,  
 " because its supplies are chiefly warehoused in Calcutta and Bombay.  
 " On the other hand, there are two great evils in the refunds system,—  
 " first, that it is a great opening to fraud; and secondly, that our duties  
 " are leased by the year, and the incoming contractor cannot estimate



"the amount of refund, he may have to pay upon goods which have paid duty to his predecessors."

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VI.—"In Loodiana, owing to the enforcement of the refund rules, the contractors were nearly ruined, as they had bid Rs. 7,000 more than the previous year, on the understanding that the system of "no refunds" would be continued."

"The Deputy Commissioner of Umballa also notices the difficulty of providing beforehand for refunds."

"Where there is a contractor, he is usually made responsible for refunds on re-exports; but there is reason to fear that this plan does not secure the interests of traders. The contractor will always represent that merchants do not care about refunds. But when direct management is assumed, as in Rewarke, applications for refunds begin to be made."

"The contract system in this, as in every other branch of revenue, has its advantages, but it has also its dangers, against which it is necessary to guard."

VII.—"Upon the whole, it is evident from the information now obtained that the principles laid down in Government of India Resolution No. 4442, of 8th November 1868, have not yet been completely enforced in the municipalities of the Punjab."

"But there has scarcely been time as yet for this. The system is gradually being better appreciated; opposition to it is dying away; new forms of local taxation are being devised; greater economy in local expenditure is being exercised; and in a year or two the state of things will be much more satisfactory than at present."

VIII.—"It is admitted that octroi should not take the shape of transit dues, so that if trade is to be taxed for the benefits it enjoys under British rule, it must be in some other way; and that octroi can only be legitimately levied on articles consumed by the residents of a town. The system adopted in Umballa is to tax the well known articles of the trade of the place, not at the city gates, but at the merchants' shops, according to the sales effected, as recorded in brokers' books. Accordingly, spices, ginger and grain are so taxed, and all other articles are taxed according to import, it being presumed that they are for local consumption."

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" This system has its defects. It cannot well be carried out without a contractor. It is not advisable that Government officials should be constantly prying into merchants' and brokers' account books. The Deputy Commissioner states that the "contractor is responsible for refunds." The result is, that practically no refunds are allowed. The Umballa system partakes greatly of the nature of transit duties, and cannot be recommended for general adoption."

IX.—"The only safe and manageable system seems to be that of bonded warehouses under careful management, as in Delhi. It is difficult to see how the trade of a large city like Umritsur is to be adequately provided for by one bonded warehouse, or any number of warehouses that the municipality could afford to build. The levy of octroi duties at the city gates, or at other suitable places, where the goods are merely inspected, taxed, and passed on without being warehoused, seems to be the only feasible plan for most cities for the present, until such time as the bonded warehouse system can be effectually carried out, which can only be done gradually. In the meantime, there is no reason to fear that trade is being unduly harassed by the incidence of octroi duties on through traffic, or on re-exported goods. The principles of the new system have been widely and repeatedly promulgated, and no persons who have extensive commercial dealings with other places, or who are brought in contact with Government and municipal authorities, need be ignorant of the fact that refunds on goods re-exported are to be had on application. That such applications are not more generally made may be attributed partly to ignorance of the rules and to the influence of contractors, but it must also be partly due to a real indifference to the offer held out by Government. The people have been accustomed to octroi duty for many years; the system of collection has become familiar to them; the refund system is new, and does not as yet work so easily; it is therefore not unnatural that in many cases merchants would rather pay, and pass on without further trouble, than incur the delay and inconvenience of going through the formalities of an application for refund. As long as this is the general practice, the additional duty they have to pay makes no great difference to them, as they can charge a little extra for their goods when sold without the risk of being underbid by other traders, as the extra cost must fall upon consumers in the end. But anything that tends to lessen the cost of articles of general consumption must stimulate trade, and is a benefit both to merchants and consumers. In this view, not-

"withstanding the apparent indifference of traders, it is advisable that the concessions which the Government has deliberately determined to offer should be really carried into effect."

X.—"The Financial Commissioner, therefore, recommends that wherever octroi duties are levied, the introduction of the bonded warehouse system should be constantly aimed at. This measure is expressly enjoined in Rule IV. of the Government of India Resolution of November 1868,—"Every municipality by which such duties are levied will provide, in such a manner as the Local Government may think fit, proper accommodation for the storing in warehouses, or otherwise, of articles in transit liable to duty, but not intended for use or consumption within the limits of the municipality." The Financial Commissioner would make the bonded warehouse the only place of protection for dutiable goods, and would not allow exemption from duty or refund on re-export in the case of goods taken to private houses or shops. This would place the concession within the reach of every one. If it is found that merchants still prefer to take their goods to private storehouses, and pay octroi on them, the arrangements of the bonded warehouses must be presumed to be defective, and to require amendment. As greater facilities are provided, the people will gradually learn to take advantage of them."

XI.—"There seems no reason why the system which has been found successful and popular in Delhi should not be attempted in other places. But the success of the system depends on the management of the bonded warehouse. The building should not be looked upon merely as a Government taxing office, but as a place intended for the convenience of the trading community, whose interests should be studiously consulted."

"If almost every article of trade and of consumption is taxed, the bonded warehouse system must create inconvenience to a large class of persons. In many instances, the small revenue obtained from a class of goods will not make up for the trouble of collection. Octroi tariffs should be so arranged as to catch those articles of local consumption that will really "pay," without creating a general disturbance of private convenience, by the taxation of almost every article brought into a place. In fact, the tariff should, if possible, be so arranged for each place that articles constituting the through trade and re-export trade will not be taxed at all; and no refunds will be needed."

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XII.—“The object of a bonded warehouse appears to be often misunderstood. It is not necessary that every article liable to duty entering a town should be taken to the bonded warehouse to be taxed, and kept there till the tax is paid. The goods intended for the consumption of the inhabitants can be taxed in the same way as heretofore; but all goods declared to be for re-export, or which the owners have no immediate intention of selling on the spot for local consumption, should be bonded. If actually exported, there would be no duty to pay; if taken out for local consumption, the duty could be paid on the quantity taken out. It is probable that, if these features of the bonded warehouse system were fully explained to traders, they would see the advantages of it, and would gladly adopt it.”

XIII.—“Paragraph 2 of the Government of India letter (No. 1130 of 28th February), under report, alludes to other sources of municipal taxation; but the Financial Commissioner presumes that no report is required from him on this subject here, as the matter has been separately dealt with on various recent occasions.”

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*Extract (paragraphs 1 to 6) from a letter from T. H. Thornton, Esq., D. C. L., Secretary to the Government of the Punjab and its Dependencies, to E. C. Bayley, Esq., C. S. I., Secretary to Government of India, Home Department, No. 2102, dated Lahore, the 29th November 1870.*

“In your letter No. 1130, dated 28th February, a report was called for, on the suggestion of Mr. Hume, Commissioner of Customs, as to the arrangements made for refunding octroi duties on re-exports, together with returns for each municipality in the Punjab showing the amounts refunded. It was also desired that an expression of His Honor's opinion as to the sources of municipal taxation available, other than those excluded by the octroi resolution of 1868, should be furnished.”

II.—“A report regarding the first portion of the subject was called for from the Financial Commissioner, and is forwarded herewith, No. 718, dated 28th October, together with the prescribed return.”

III.—“From these it appears that during the past year few refunds were made; and this is attributed partly to ignorance of the rules (although the Financial Commissioner states that they have been widely and repeatedly promulgated), partly to the influence of contractors,

"and partly to real indifference on the part of the people to the offer of the Government. The trader, in fact, prefers to recoup the amount of duty by adding to the price of the articles to the trouble and delay of obtaining a refund. The Financial Commissioner adds, however, that there is no reason to believe that through-trade is unduly taxed by the incidence of octroi duty. Except at Delhi, no bonded warehouses for reception of goods in transit have been erected."

IV.—"The Financial Commissioner recommends that wherever octroi duties are levied the introduction of the bonded warehouse system should be constantly aimed at, and that, as far as possible, only those articles should be taxed which are not articles of through-trade."

V.—"The Hon'ble the Lieutenant Governor agrees with the first part of the Financial Commissioner's recommendation, and has instructed him to circulate a copy of his letter to all district officers with intimation that on and after the 1st April 1871 no municipality will be permitted to levy, or to continue to levy, octroi on articles of through-trade, unless it can be certified that adequate arrangements are made by means of bonded warehouses, or otherwise, for exempting from duty articles declared to be in transit through a town, or which the owners have no immediate intention of selling for local consumption."

VI.—"His Honor also agrees, *in principle*, with the second part of the Financial Commissioner's recommendation; but, in practice, the system would occasion great loss of revenue to municipalities, and he would therefore confine its operation to cases where no adequate arrangements have been made for preventing the levy of octroi becoming a transit duty."

708. Transit duties are on no account to be levied, either directly or indirectly."

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*Guide to the Orthography of Indian Proper Names. Received with Revenue, Agriculture, and Commerce Department No. 497, dated 28th February 1872.*

709. "Before issuing definite orders on the subject of the Gazetteers, the Government of India found it necessary to arrange for a uniform system of spelling. The subject had frequently attracted the notice of Government, and from time to time attempts to introduce

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"uniformity of orthography into official publications have been made. Practically, three systems existed: the first known as that of Sir William Jones; the second as that of Dr. Gilchrist; and the third a medley of the two former, used by persons unacquainted with the principles of either. Each of these had its advocates, and early in the century, when Dr. Gilchrist's influence was predominant, an attempt was made to introduce his system permanently and authoritatively into official publications. This attempt, however, failed, and for many years the tendency of Government has been towards the system of Sir William Jones. Several departments of the Supreme Government,—for example, the Trigonometrical Survey, the Legislative Department, and some of the Gazettes of the local Governments, such as those of the Punjab and the Central Provinces,—have carried this system to its utmost length. Other departments of the Supreme Government and other local Governments have either not adopted Sir William Jones' system, or have adopted it in an uncertain and a fluctuating manner. In short, they have merely followed the third mode of orthography mentioned above, that is to say, a mongrel between the two recognised systems."

"The practical inconvenience resulting from this want of uniformity was found to be very great. In 1867, when the Government of India issued orders for giving effect to the Secretary of State's despatch for the compilation of Provincial Gazetteers, the question again presented itself, for without a uniform system of orthography the Gazetteers could not start; yet, whichever plan of spelling the Government of India might adopt, its system would encounter the opposition of those who had been accustomed to spell in either of the other modes. However, the difficulty had to be met, and early in 1868, the Supreme Government adopted the system known as that of Sir William Jones. Accordingly it informed the subordinate Governments and Administrations that that system seems to the Governor General in Council the most suitable for adoption, and will be employed as far as possible in the preparation of the Gazetteers."

"No machinery existed, however, for ascertaining the correct spelling of Indian proper names, and these orders failed to produce any immediate fruit. Early in 1869, the Asiatic Society officially addressed the Supreme Government on the subject, and in the following July, the Governor General in Council endorsed its views, and directed me to take steps for giving effect to them."

"In obedience to these instructions, I reported to the Government of India on the 6th November 1839, and on the 28th February following, the Governor General in Council passed definitive orders on the subject."

"This system is explained in detail in Appendix I, which reproduces the papers on the subject published in the *Gazette of India* of the 31st May 1870. It may be of advantage, however, to reprint the following five paragraphs from my original plan of 1869 for an imperial Gazetteer, as they exhibit the system in a more compact form :—

"The popular spelling of Indian names is at present based on no uniform system whatever. Eighty years ago, Sir William Jones published his system of transliterating Indian names upon the continental mode of rendering the vowel sounds. This system represents the Indian *i*, as in *police*, *ravine*, by *i*, the soft *u* sounds, as in *rude* or *bull*, by *u*; and so forth. On the other hand, Dr. Gilchrist published a system which, by the free use of double letters, endeavours to render the phonetic value of the Indian vowels more apparent to the uneducated English eye. Thus the above two vowels would be rendered not by the Italian *i* and *u*, but as *ee* and *oo*. For three quarters of a century one set of Englishmen have been writing and printing Indian names on the first system, while another set has been using the second; and the confusion has been increased by passing travellers, mariners, and railway engineers, who have used no system whatever, but spelt the names of places which they came across in any loose fashion that struck their fancy, or roughly represented the sound to their untrained ear."

"It is clear, therefore, that, whatever system of spelling the Government may adopt, it must make up its mind to encounter the opposition of those who have been accustomed to spell in the other mode. The scientific societies and the whole body of European scholars have decided in favour of the system of Sir William Jones, which is simply the system pursued by the general commonwealth of European nations. On the other hand, the local public seems to prefer Dr. Gilchrist's mode of transliteration, and, with one or two exceptions, the Anglo-Indian press adopts it. Yet one system or another must be adopted; for in addition to the names transliterated upon these recognized systems, there is a vast number of Indian places, towns, &c., spelt on no plan whatever. The choice practically lies between encountering a loud local

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“opposition, or placing the Government's *imprimatur* upon a system  
 “universally condemned by the Asiatic Societies and by the whole body  
 “of European scholars. The subject has presented itself in a variety of  
 “shapes for many years, and in 1868 the Government wisely determined  
 “to face the temporary local criticism, rather than to subject itself to the  
 “permanent strictures of those who are most competent to pronounce in  
 “the matter, and whose decision will sooner or later become public  
 “opinion.”

“My duty, therefore, has been not to discuss the merits of the rival  
 “systems, but to organize machinery for introducing the system definitive-  
 “ly adopted by Government. I have endeavoured to elicit an accord, so  
 “far as possible, from the heads of departments and the various local  
 “Governments, and to devise a plan by which the public eye may be  
 “accustomed to the changes which a uniform system will involve. I  
 “found that the spelling of towns in India issues to a large extent from  
 “the Post Office, which by its ‘Guide’ gives an orthography at once offi-  
 “cial and popular to 2,186 names of placés. The Telegraph Department,  
 “with its ever increasing list of stations, exercises a similar influence;  
 “the Public Works Department, in its various branches of irrigation,  
 “roads, &c., acts upon a still larger scale; and the railway companies by  
 “their sign-boards and time-tables, with the Bradshaw and other Guides  
 “based upon them, give the current spelling of all towns and places along  
 “the great Indian highways.”

“But before taking any actual steps, I found that if a uniform system  
 “of spelling was to be successfully enforced, the popular irritation against  
 “such changes must in the first place be reduced to the minimum. It  
 “would be impossible to get the public to spell such names as Bengal,  
 “Madras, and Bombay, as Bengal, Mandraj, and Mumbai; and it would be  
 “mere pedantry to attempt it. Names that have obtained a popular or  
 “historical fixity of spelling, must be generally left untouched. Such  
 “names, however, I found to be divisible into two classes: in the first of  
 “which the fixity of spelling has so hardened and set, that any attempt  
 “to alter it would destroy the identity of the word; in the second class,  
 “the fixity is not yet so firmly established, and a compromise is possible  
 “which, by sacrificing something in scientific precision, obtains a spelling  
 “more accurate than at present, and yet recognizable as the same name.  
 “As an example of the first class, it would be simply impossible to alter  
 “a single letter in the word Calcutta without destroying its historical



“identity.” As examples of the second, it would be equally impossible to “change Dinapore into the absolutely correct Danapur, Oude into Avadh “or Cawnpore into Kanhpur; but Dinapore, Oude, and Cawnpore would “be easily recognizable as Dinapur, Oudh, and Cawnpur. In this way a “number of names may be, as it were, screwed up a little towards the “pitch of scientific accuracy without destroying their popular identity.”

“In this matter a Government has to consider not what is best, but “what is practicable. A single breath of pedantry will stifle the under- “taking; but I find by a simultaneous revision of the official orthography “of the various departments indicated on the last page, and by bringing “their spelling into accord with the forthcoming Gazetteers, and with the “maps which will accompany them, that it will be possible to introduce a “uniform system with very little inconvenience to the public. The Post “Office Guide, the Railway Time-tables and Sign-boards, the Telegraph “Department’s List of Stations, the Gazetteers, and the revised Maps, “will all exhibit a uniform orthography. The same name will be every- “where presented in the same spelling, and the popular eye will be un- “consciously and rapidly educated to adopt it. If the local Press, upon “a reconsideration of the whole case, could be persuaded to add its influ- “ence, the difficulty would disappear at once, and the intricate problem “of a uniform spelling for India would at length be solved.”

“I wrote these paragraphs in 1869, and on the 28th February 1870 “Government finally adopted my orthographical proposals for the “Gazetteers. The only serious objection which I have heard urged “against this system, is its so-called non-popularity with the local “public. On this point, it will suffice to say that Mr. John Murray, in “drawing up a Travellers’ popular Handbook for India, deliberately “adopted and carried it to a length which the plan accepted by Govern- “ment does not venture upon. Again, Doctor Keith Johnston, when he “resolved on a really good and permanent map of India for his Royal “Atlas, and quite independently of Mr. Murray, came to the same con- “clusion. When I was at home in 1868, he consulted me as to a further “revision of the Indian proper names, and said that he found the scien- “tific mode (*i. e.*, the one which Government has adopted) to be only “the practicable one for an expensive map, which should be a permanent “source of income to its producers, and which should have a general cir- “culation among all classes of the public: nor have the public in India “failed to perceive its advantages. The East Indian Railway has sent

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"me a list of all its new stations on the Chord Line for revision, and, with the exception of a few literal errors, has accepted my spelling. The principal papers in Northern India have also adopted it. The *Englishman*, the leading journal in Bengal, carries it to a degree of purism that I should not myself attempt. The *Pioneer*, the leading journal of the North-Western Provinces, adopts it in a more moderate form; *Indian Public Opinion*, the leading paper in the Punjab, carries it to the furthest practicable limit; so also, I am told, does the *Jabalpur Chronicle*, the leading paper in the Central Provinces. Several authors of popular works have applied to me for advice and assistance, and public writers in general seem only too glad to get an easy road opened up for them out of a long-standing difficulty. A school history of India now in the press, and which will be authoritatively adopted throughout Bengal, and it is also hoped in Bombay and Madras, follows my system *in toto*. Some idea may be formed of the perplexities into which Doctor Gilchrist's so-called popular system leads from Mr. Marshman's excellent History of India. Besides such absurdities as *Brühma* for *Brahmá*, *Ravunu* for *Rávana*, *Dunduku* for *Dandaka*, every one of which the ordinary English reader would mis-pronounce, I find the following in a single paragraph of a single page:—

Vedus for Vedas three times  
Sivu for Siva  
Krishnu for Krishna  
Vyasu for Vyása

} Page 59, volume I., 1867.

"Now the ordinary English reader, for which the advocates of Dr. Gilchrist's school are so solicitous, would pronounce these words correctly if spelt in the scientific way, and infallibly mis-pronounce them when spelt in his so-called popular one."

"But since the issue of definite orders by Government, the subject has passed beyond the stage of discussion, and the adoption of the scientific mode is now growing into an accomplished fact. During the past two years, the orders of Government have been steadily receiving effect. Two volumes of Gazetteers (for the Central Provinces and the Berars) have been published on the authorized system of orthography. The Gazetteer for the Province of Orissa, now being printed off in England, follows the same mode; and the Gazetteers in progress for Bengal, Oudh, and the Punjab, carefully adhere to it. The part of the Bombay work which has been sent to me for revision, has been brought into

"accordance with it; and the Bombay Government proposes to send me the remaining portions for review as they are completed. During the same time, the Surveyor General has been busy with maps constructed on the uniform orthographical system. Those for the Berars, the Central Provinces, and Orissa are already done; while the new maps for Oudh and the Punjab have been carefully revised by me as to their

\* *Vide* his letter to me, No. 2638, dated 25th September 1869, given in *extenso* in the appendix.

"spelling, and are now being lithographed. The Director General of Post Offices will, I hope, soon issue his Postal Guide and other publications, along with the Post Office dies, on the same system.\* After two years' hard labour, I have drawn up a list of the 2,186 postal towns of India, compiled and verified from the vernacular returns of the local Postmasters, and arranged in a tabular form. This I hope to forward presently to the Postmaster General, the Surveyor General, and the various gentlemen charged with the preparation of the Provincial Gazetteers. It is scarcely necessary to add that besides the Gazetteers and recent maps, a vast amount of Government work (including its most permanent work, viz., the legislation for the whole country,) has, during the same period, been conducted on this system of orthography; and I am persuaded that a very few years more will see the long needed and difficult reform imperceptibly but permanently accomplished."

"From the first I have been anxious to avoid anything like undue haste. If the system is to take lasting root, it must be the product of a natural growth, not a hot-house plant called into existence by Government forcing. The public must be persuaded, not compelled. But I am satisfied that the system has right reason on its side; and that aided by patient watching and by the official machinery indicated above, right reason will in this case prevail."

#### PRACTICAL GUIDE TO TRANSLITERATION.

"No system of transliteration will accurately represent all the modifications of Indian letters in the various parts of the country, for the same letter has a very different pronounciation in different provinces. Thus the Bengali mouth refuses to form the consonant *v* and pronounces it *b*; for example, *Varuna* becomes *Barun*; *Siva* becomes *Siba*. In the same way the vowel *a* has various degrees of softness in

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"different parts of India; thus the Uriya lengthens out the word *Rāja* into *Rauja*, just as Sir Walter Scott makes his Perthshire characters lengthen out *Waverley* into *Wauverley*."

"But for all practical purposes of transliteration, the following system, finally authorized by Government in 1870, suffices:—

आ "Long *á* (as in *bhát*, rice,) corresponding to the first *a* in *tartan*, "almond, &c., and is represented by *á*."

अ "Short *a* (as in *man*, mind,) has a varying degree of broadness from "the sound of the second syllable in *woman*, rural, to that of "the first syllable in *partly*. It is represented by *a*."

इ "The long and short *i* (as in *tíl*, oil-seed, and *bij* seed) need not, "except on rare occasions, be distinguished unless in Urdu "words. The sound varies from the sharp *i* in *clique* or "police to the longer *i* in *ravine*. It is represented by *i*, with "the accented *í* for the long Urdu sound when it is necessary "to distinguish it."

उ "Short and long *u* (as in *putra*, son, and *dur*, distance,) need not, "except on rare instances, be distinguished. It corresponds "to the sounds of varying length in *bull*, *put*, and the first "syllable of *cruel*, rural. It is represented by *u* with the "accented *ú* in the few words that may require accentuation. "Thus, the word or termination *pur*, city, need never be ac- "cented; as although it is long when written in the Persian "character, it is short when written in the Nagari or Bengali."

ए "e (as in *ek*, one,) corresponds to the English *a* in *mate*, *dare*, or the "French *é* in *méchant*, and represented by *e*; o (as in *kot*, a "fort,) corresponds to the English in *note*, *lore*, and is repre- "sented by *o*."

ऐ "ai (as in *maidan*, a plain,) nearly corresponds to the English vowel "sound in *ride*, *size* (but is broader,) and is represented by *ai*."

औ "au (as in *cloud*) corresponds to our English vowel sound in *cloud*, "and is represented by *au*."

710. Trigonometrical stations consist of two portions: 1st, the markstone which is in the centre, and consists of pakka masonry; 2nd, the earthen mound protecting the markstone.

Trigonometrical Stations.

711. District officers will keep the earthen mound in a sufficient state of repair to preserve the markstones, and send their bills of cost to the Superintendent Trigonometrical Survey. If the markstone is injured they should report it to the Superintendent.

Cir. 74 of 1867.

712. An annual report on the state of the trigonometrical stations is to be submitted to the Superintendent of the Trigonometrical Survey.

713. "As some doubts appear to have arisen in regard to the application to military officers in civil employment of the circular of His Excellency the Commander-in-Chief of the 20th June 1863, on the subject of dress, forwarded to you with letter No. 176 from the Military Department, of 6th July last, I have the honor, by direction of the Right Honorable the Governor General in Council, to acquaint you that it is not the wish of His Excellency to direct officers of the army in civil employment to wear military uniform on any occasion; but His Excellency desires that when officers so employed wear military uniform at all, they shall adhere strictly to the uniform prescribed for the corps or regiment to which they belong."

Uniform.

Mily. Dept. letter No. 857, 25th Feb. 1864.

714. "The Governor General in Council is pleased to direct that the decision in this department, dated the 25th February 1864, shall remain in force, except as regards levees, drawing rooms, or other state occasions, when officers in civil employment, if no political or special uniform is prescribed, should wear the uniform of the corps or department to which they belong."

Mily. Dept. letter No. 155 8th July 1870.

*714. A. Cr. 58 of 75 - and Cr. 61 of 75 - 714 B. Cr. 50 of 77*  
715. Vaccination is a distinctly separate department under the management of the Sanitary Commissioner, who will receive such instructions from the Chief Commissioner in regard to it as may be required. He will submit an annual report.

Vaccination.

716. "His Excellency in Council relies upon your endeavours to maintain the spread of vaccination, and to bring the standard of these prophylactic operations up to that which they have reached in other provinces, especially with regard to the number of vaccinations in its ratio to population, and in regard to the amount of work performed by each vaccinator. It is possible that the municipalities may be induced

Home Dept. letter No. 447, 10th September 1874.

**Vaccination.**

"to contribute to the expenses more than at present they appear to do."

**Venereal disease.**

717. The following are the rules framed by the local Government with the sanction of the Government of India under section 17, Act XXII. of 1864, for the prevention of venereal disease in military cantonments :—

*Rules passed by the local Government under clause 7 section XIX, and sections XXV. and XXVI. of Act XXII. of 1864, and confirmed by the Governor General in Council, for the prevention of venereal disease in the Military Cantonments of Lucknow, Fyzabad, Sitapur, and Rae Bareli, in the Province of Oudh.*

I.—The present rules are declared to be in force in all places within the limits of the military cantonments of Lucknow, Fyzabad, Sitapur, and Rae Bareli. They are also extended to places outside the limits of those cantonments as follows, viz :—

At Lucknow, to all places within the limits laid down as those of the city in accordance with the provisions of Act XVIII. of 1864, and where the cantonment is not bounded by the jurisdiction of city magistrate, to all places within four miles from the cantonment boundary.

At Fyzabad, Sitapur, and Rae Bareli, to all places within a distance of four miles from the cantonment boundary.

Unless there be something in the subject or context repugnant to such construction, the word "cantonment" in these rules includes all places to which the rules have been extended outside the limits of the cantonment.

II.—Subject to such general control as the Chief Commissioner shall prescribe, the cantonment magistrate, or other officer invested under section XX. of Act XXII. of 1864, with powers to try breaches of the rules and regulations of the cantonment, will be responsible for the execution of these rules within the limits of the cantonment. The magistrate of the district will be similarly responsible outside those limits. The Chief Commissioner will prescribe by what persons breaches of the rules shall be cognizable when committed outside the cantonment boundaries.

III.—The public prostitutes in the cantonment shall, if the Chief Commissioner shall so direct, be divided into two classes, viz.—1st, public prostitutes frequented by Europeans ;—2nd, public prostitutes not so frequented.

IV.—If it shall be so ordered by the Chief Commissioner, these rules shall be held to be applicable to public prostitutes of the first only of the two classes mentioned in the last preceding rule ; but it shall be competent to the Chief Commissioner to declare any or all of these rules to be applicable to both of the said classes.

V.—No woman known to be a public prostitute shall reside or practice her trade within the limits of the cantonment, unless she shall first have her name registered in the manner provided by these rules.

VI.—No woman not being a registered prostitute shall practice public prostitution within the limits of the cantonment.

VII.—No public prostitute shall reside in any place within the cantonment in which the cantonment magistrate or other officer charged with the execution of these rules shall declare the residence of such prostitute to be prohibited.

VIII.—Every public prostitute who wishes to be registered shall apply in person for that purpose to the officer charged with preparation of the register.

IX.—A register of public prostitutes shall be prepared in the form prescribed in Schedule A of these rules, or in such other form as the Chief Commissioner may from time to time prescribe, and shall be kept in the office of the cantonment magistrate or other officer as aforesaid. The register shall from time to time be revised, so that it may at all times show correctly all public prostitutes residing in the cantonment.

X.—A copy of the said register, and of all entries and alterations which may from time to time be made therein, shall be furnished forthwith to the officer in charge of the lock hospital, who shall at all times keep in his office a register corresponding in all respects with the register prescribed in the last preceding rule.

XI.—When any public prostitute applies to be registered under these rules, the abstract of regulations prescribed for her observance,

**Venereal disease.**

according to the form given in Schedule C of these rules, or in such other form as the Chief Commissioner may from time to time prescribe, shall be read and explained to her, and if she shall signify her assent thereto, she shall be registered.

XII.—Any registered prostitute may at any time apply to have her name removed from the register, on the ground that she intends to cease to be a prostitute, and if the cantonment magistrate, or other officer aforesaid, shall be satisfied that she has truly stated such intention, her name shall be removed from the register.

XIII.—Every registered prostitute shall pay monthly to the lock hospital fund such a sum, not exceeding one rupee, as may be determined by the cantonment magistrate or other officer as aforesaid. In case of non-payment the amount may be levied by distress and sale of any movable property of such prostitute which may be found within the limits of the cantonment, provided that no such sum shall be payable by any such prostitute while she may be under treatment in the lock hospital.

XIV.—Every registered prostitute shall be furnished with a printed ticket, to be renewed annually, in the form prescribed in Schedule B of these rules, or in such other form as the Chief Commissioner may from time to time prescribe. She shall also be furnished with a printed copy in English and in her vernacular language, of the abstract of regulations prescribed for her observance, and referred to in rule XI.

XV.—No registered prostitute shall transfer or lend her ticket to any other person on any account, or for any purpose whatsoever.

XVI.—Every registered prostitute shall present herself with her ticket for medical examination at the lock hospital or other place appointed for the purpose at such times, not less than once in every fortnight, as may be appointed by the officer in charge of the lock hospital, unless she shall have been specially exempted by such officer or by some person duly authorized by him from so presenting herself.

XVII.—A register of all such medical examinations shall be kept by the officer in charge of the lock hospital, in the form prescribed in Schedule D of these rules, or in such other form as the Chief Commissioner may from time to time prescribe, and such examinations shall be recorded in the ticket of each registered prostitute.



XVIII.—Any registered prostitute who, on medical examination, shall be found to be affected with any venereal disease, shall be detained in the lock hospital until discharged as cured, and no such prostitute shall leave the precincts of such hospital except with the permission of the officer in charge.

Venereal disease.

XIX.—Any woman, not being a registered prostitute, who may present herself for treatment on account of any venereal disease, may, with the permission of the officer in charge of the lock hospital, be received for treatment in such hospital, and such woman shall then be subject to the conditions contained in the last preceding rule.

XX.—No sum on account of subsistence or treatment shall be taken from any registered prostitute while under treatment in the lock hospital, and such amount of subsistence allowance shall be given to every such patient from the lock hospital fund as may be determined from time to time by the officer in charge of the lock hospital.

XXI.—It shall be competent to the cantonment magistrate, or other officer as aforesaid, to give special authority to any police officer, or other person, to inspect any house inhabited by any registered prostitute, within the limits of the cantonment, and every such prostitute shall, when required to do so, exhibit her ticket to such authorized police officer or other person.

XXII.—It shall be competent to the Chief Commissioner to make special rules for the maintenance in a state of cleanliness of all houses occupied by registered prostitutes within the limits of the cantonment, and for the provision therein of a sufficient supply of water and of proper means of ablution. Such rules shall be binding upon all such registered prostitutes, and breaches thereof shall be punishable in the manner provided by rule XXX.

XXIII.—When any registered prostitute wishes to change her residence in the cantonment, she shall signify her intention to the cantonment magistrate, or other officer as aforesaid, and, subject to the conditions contained in rule VII, such change of residence shall be entered in the register, and in the ticket of such registered prostitute.

XXIV.—Whenever any registered prostitute wishes to leave the cantonment in which she has been registered permanently or for a time,

**Venereal disease.**

she shall signify her intention to the cantonment magistrate or other officer as aforesaid, and a note thereof shall be made in the register and in the ticket of such registered prostitute. If she intend to leave the cantonment permanently, she shall before her departure deliver up her ticket to the cantonment magistrate or other officer.

XXV.—On the permanent departure from the cantonment, or the death of any registered prostitute being duly certified, her name shall be removed from the register.

XXVI.—No registry of any prostitute, nor the possession of a ticket by such prostitute in any cantonment, shall in any way authorize such prostitute to reside or practice her trade in any other cantonment in which she has not been duly registered.

XXVII.—Whenever any police officer shall have reason to believe that any woman not being a registered prostitute, practices public prostitution within the limits of the cantonment in contravention of rule VI, it shall be the duty of such police officer to report the name of such woman, and the circumstances of the cases to the district superintendent of police, who, if he be satisfied that there are sufficient grounds for so doing, shall report the same for the orders of the cantonment magistrate or other officer as aforesaid.

XXVIII.—No notice of any report made under the last preceding section, or of any report received from any other person to a similar effect, shall be entered in the police diary prescribed by section 154 of the Code of Criminal Procedure, or in any other permanent record; and no such report shall, in any manner, be made public, unless the cantonment magistrate, or other officer as aforesaid, shall consider that sufficient grounds have been shown for taking further proceedings against such woman for a breach of the said rule VI. If the district superintendent, or the cantonment magistrate, or other officer as the case may be, shall consider that there are not sufficient grounds for further proceedings such reports and all records thereof shall forthwith be destroyed.

XXIX.—It will be the special duty of the Inspector General of Police, under section 12 Act V. of 1861, to frame from time to time such orders and rules as he shall deem expedient for preventing abuse on the part of the police, and for rendering it efficient in the discharge of its duties under these rules.

XXX.—Any public prostitute who shall be convicted of a breach of any of these rules, shall be liable to a fine not exceeding Rs. 50, or imprisonment for eight days, with or without labour, as provided in clause II section 19 of Act XXII. of 1864.

XXXI.—It shall be competent to the Chief Commissioner to invest the officer in charge of the lock hospital with power to punish breaches of rules XVI, XVIII, and XIX, provided that no penalty imposed by such officer shall exceed a fine of Rs. 5, leviable in case of non-payment by distress and sale of any movable property of the offender which may be found within the limits of the cantonment.

XXXII.—Whenever any registered prostitute is convicted of a breach of any of these rules, a note of such conviction shall be made in the register prescribed by rule IX, and in the ticket furnished to such prostitute under rule XIV.

XXXIII.—In accordance with the provisions of section 18 of Act XXII. of 1864, a copy of these rules in English and Urdú shall be hung up in some conspicuous part of the office of the cantonment magistrate, and of the magistrate of the district, and of the city magistrate of Lucknow.

#### SCHEDULE A.

REFERRED TO IN RULE IX (TO BE KEPT IN ENGLISH AND ÚRDÚ.)

*Register of Public Prostitutes in the cantonment of* \_\_\_\_\_

1	2	3	4	5	6	7	8
Register num- ber.	Name.	Name of father.	Caste.	Age.	Place of resi- dence in can- tonment.	Date of regis- try.	Remarks.
							Entries required under rules 12, 24, 25, and 32, will be made in this column.

## SCHEDULE B.

(REFERRED TO IN RULE XIV.)

*Ticket of registered prostitute in the cantonment of* \_\_\_\_\_

Name.

Caste,

Registered number, . "

Place of residence in cantonment,

Date of registry,

Personal appearance,

Year and month.	Dates of medical examination and signature of medical officer.				Remarks.
	Date of inspection in first half of month.	Signature of medical officer.	Date of inspection in second half of month.	Signature of medical officer.	
January,	.				(In this column will be recorded all cases in which disease may be detected; dates of admission into, or discharge from hospital; penalties incurred, and the cause thereof. Printed copies of this ticket will be given to each prostitute both in English and vernacular.)
February,	.		.		
March,	.	.	.		
April,		.	.		
May,		.	.		
June,		.	.		
July,		.	.		
August,		.	.		
September,			.	.	
October,			.	.	
November,	.			.	
December,	.	.	.		

SCHEDULE C. •

• (REFERRED TO IN RULES XI. AND XIV.)

*Abstract of Regulations to be observed by registered prostitute*  
*No. ————— in the Cantonment of —————\**

I.—She shall obey all rules laid down by the Government, under clause 7 section 19 of Act XXII. of 1864, and will be liable, on conviction, of a breach of any such rule, to fine and imprisonment according to the provisions of the said Act.

II.—If she desire to have her name removed from the register, she shall apply to the cantonment magistrate.

III.—She shall pay monthly to the lock hospital fund the sum of ————except during such time as she may be under treatment in the lock hospital, when such payments will cease.

IV.—She shall not transfer or lend her ticket to any other person on any account, or for any purpose whatsoever.

V.—She shall present herself, with her ticket, for medical examination at such time and place as may be appointed, unless specially exempted from so presenting herself.

VI.—If at any time she becomes affected with any venereal disease, she shall remain under treatment in the lock hospital until discharged. During such treatment she will receive subsistence allowance from the hospital fund, and will be liable to no charge on account of subsistence or treatment.

VII.—She shall allow the inspection of her house by any duly authorized officer, and shall, when required to do so, exhibit her ticket to such officer.

VIII.—She shall obey all rules laid down for maintaining her house in a state of cleanliness, and for provision therein of water and means of ablution.

IX.—If she desire to change her place of residence, or to leave the cantonment, she shall signify her wish to the cantonment magistrate.

X.—She shall not practice her trade in any other cantonment in which she has not been duly registefed.

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\* This should be prepared both in English and vernacular.